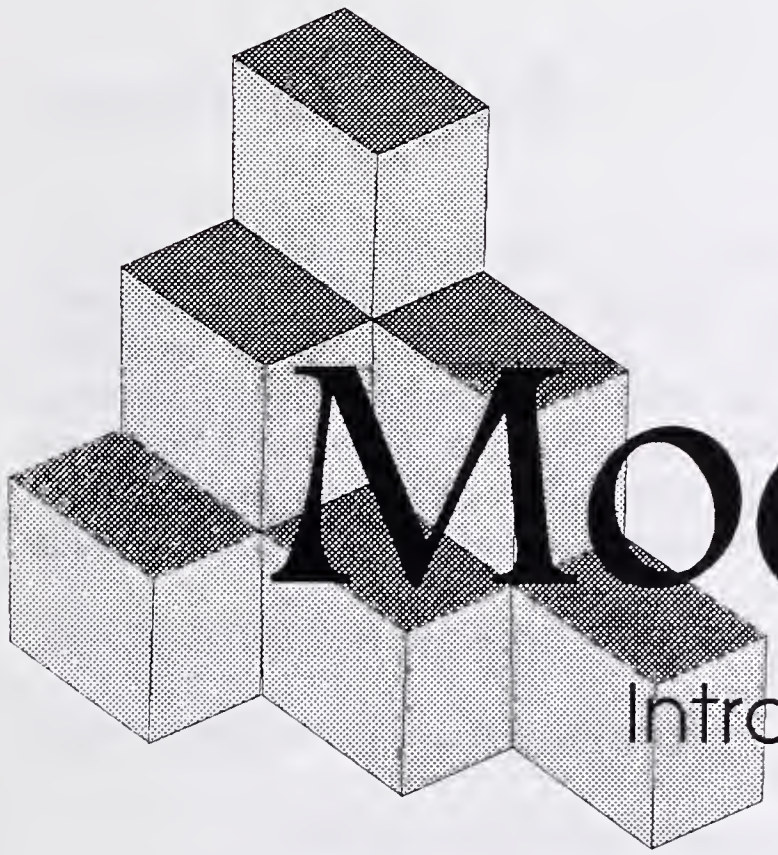
MASS. AF1.2:M72

UMASS/AMHERST
312066 0269 6897 9



Module I

Introduction to MMARS

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MODULE I

INTRODUCTION TO MMARS

The Massachusetts Management, Accounting and Reporting System (MMARS) is a complete financial management system specifically designed to support the financial functions performed by the Commonwealth. In addition to the standard accounting functions of accounts payable, accounts receivable, and general ledgers, MMARS also performs the specialized functions of encumbrance control, fund accounting, and grants management. Using data provided by its users, MMARS maintains a financial database from which many standard reports can be produced, some in full detail and others at a summary level.

MMARS SYSTEM COMPONENTS

The MMARS system components include:

INPUTS, which are transactions and table maintenance actions.

DATA STRUCTURES, which are the suspense file, reference files, financial files and ledger files.

OUTPUTS, which are the reports, statements, invoices, renewal notices, inquiries, transaction output documents and approval documents.

This first tutorial will focus on the **DATA STRUCTURES** segment of the MMARS Components.

MMARS TUTORIAL

This tutorial is designed to introduce you to the MMARS system in a self-paced manner. It has been structured so that it builds on skills, (both system information and navigation). It is recommended that it be followed in the order presented.

Good Luck and Have Fun!

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MODULE 1
Lesson 1
Topic 1

In This Lesson we will Learn: Where MMARS' Budget Data Comes From

THE BUDGET CYCLE

When the Governor approves the final state budget in July he completes a process of planning and negotiating which began a year earlier. The process begins when state departments develop an outline of their needs. After numerous hearings debates and negotiations involving the administration, the legislative committees and the media, the final budget emerges as the state's blueprint for the year's funding.

What follows is an outline of the budget calendar. The dates are approximate and vary each year.

THE BUDGET PROCESS

JUNE-JULY

State department staff develop budgets for their area, regional or local programs to be included in the overall state-wide request for funding.

AUGUST-SEPTEMBER

Departments submit requests to Cabinet Secretaries, Senate and House Ways and Means Committees, the Governor's Budget Bureau.

OCTOBER

Cabinet Secretaries hold public hearings on department requests.

NOVEMBER-DECEMBER

Cabinet Secretaries submit recommendations to the Governor's Budget Bureau which revises the budget for Governor's final proposal.

LATE JANUARY

Governor sends his budget recommendations, known as House 1, to the House Ways and Means Committee.

EARLY SPRING

The House Ways and Means Committee (HWM) begins hearings as part of the process to develop their own budget. They use HOUSE 1 as a starting point for the development of their budget recommendation.

SPRING

HWM releases their own version of the budget. This version then goes before the full House where they vote on amendments to increase or decrease specific line items. The House votes on its own version of the budget.

LATE SPRING

The Senate Ways and Means Committee (SWM) begins hearings as part of the process to develop its own budget. The SWM uses HOUSE 1 and the HOUSE's version as its starting point. Though the SWM begins deliberations after the House has approved its budget, it is free to come up with its own budget independent of that produced in the House. The SWM releases its budget to the full Senate. As in the House, the Senate then votes on amendments to increase or decrease specific line items. The Senate votes on its version of the budget.

JUNE

The House and Senate form a committee on Conference, consisting of 3 House members and 3 Senate members who hammer out a compromise budget from the House and Senate versions. The House and Senate vote to approve or defeat the compromise budget. The two chambers cannot at this point make changes (if they do not approve the budget, the entire package must go back to the Conference Committee for changes).

JUNE/JULY

The compromise budget having been approved by the House and Senate goes to the Governor. The Governor then has ten days to sign or veto the budget. The Governor at this point can veto or reduce

line items. The finished product is referred to as The General Appropriations Act, (GAA).

JULY

New Fiscal Year Begins

The Budget Bureau loads the figures from The General Appropriations Act into their own fiscal system. The information from the Budget Bureau's fiscal system is interfaced with MMARS. They will break each appropriation's figures down into any subsidiaries which may exist, (based on information gathered at the Department level). Once the initial load is completed, the first periodic allotment of money for the new fiscal year will follow, (usually within a couple of weeks).

MODULE 1
Lesson 1
Topic 2

In This Lesson we will Learn: How to obtain MMARS security.

SECURITY

UNIVERSAL ACCESS ID (UAID) PROCEDURES

Every user is required to enter a Universal Access ID (UAID) and PASSWORD to access the OMIS Data Center.

THE REQUEST PROCESS

1. **Request MMARS access from your MMARS Liaison.**

2. **Agency Security Administrator submits OMIS Request for System Access.**
   See Appendix for a copy of form. See the bottom of the form for the address to send it to.

3. **Your MMARS Liaison will give you your UAID. and appropriate signature.**

GENERAL INFORMATION ABOUT UAIDs

1. A **UAID** is six characters long. It is assigned by the OMIS Data Center according to the following convention: the agency MMARS department code as the first three characters and a random combination of letters and numbers as the remaining three characters, unique to the individual.

2. A **UAID** will be revoked (and the user denied access) automatically if too many incorrect passwords are entered during a logon attempt. The maximum number of attempts is 5.

3. **"Single Log-on"** is tied to the applications you will need. Prior to Core Upgrade, (May 1994), MMARS user needed an additional logon for MMARS. Now, the logon to MMARS is tied to one's UAID.

GENERAL INFORMATION ABOUT PASSWORDS

1. A **PASSWORD** must be eight characters long. The eight characters may be any combination of letters and number.

2. For the first time logon, a default PASSWORD is used the default PASSWORD is always the MMARS department code). When the user logs on, the PASSWORD will be expired and the user will be prompted to enter a new PASSWORD known only to the individual.

3. The password will expire every 60 days, and the user will be prompted to change it to a new one which has not been used before.

4. The user may also change his/her PASSWORD more often than every 60 days if he/she chooses.

5. Personal PASSWORDS are controlled and changed by the individual. No one knows an employee's PASSWORD, including the Security Administrators.

SUMMARY OF MESSAGES YOU MAY SEE ON THE SCREEN

ENTER YOUR ACCESS USERID.

Enter a valid UAID and PASSWORD at the OMIS logo screen and proceed to the Selection Menu Screen.

VTPNA102 USER NOT DEFINED

The user has entered an invalid UAID at the OMIS logo screen. Enter a valid UAID and PASSWORD to proceed to the Selection Menu Screen.

VTPNA103 PASSWORD NOT AUTHORIZED

The user has entered a valid UAID but the wrong PASSWORD at the OMIS logo screen. Enter a valid UAID and PASSWORD to proceed to the Selection Menu Screen.

VTPNA107 USER ACCESS REVOKED

The user entered a UAID that has been revoked, usually because someone has tried to logon too many times with this UAID and the wrong PASSWORD. The Security Administrator must call the Information Security Unit to have access restored (unless decentralized).

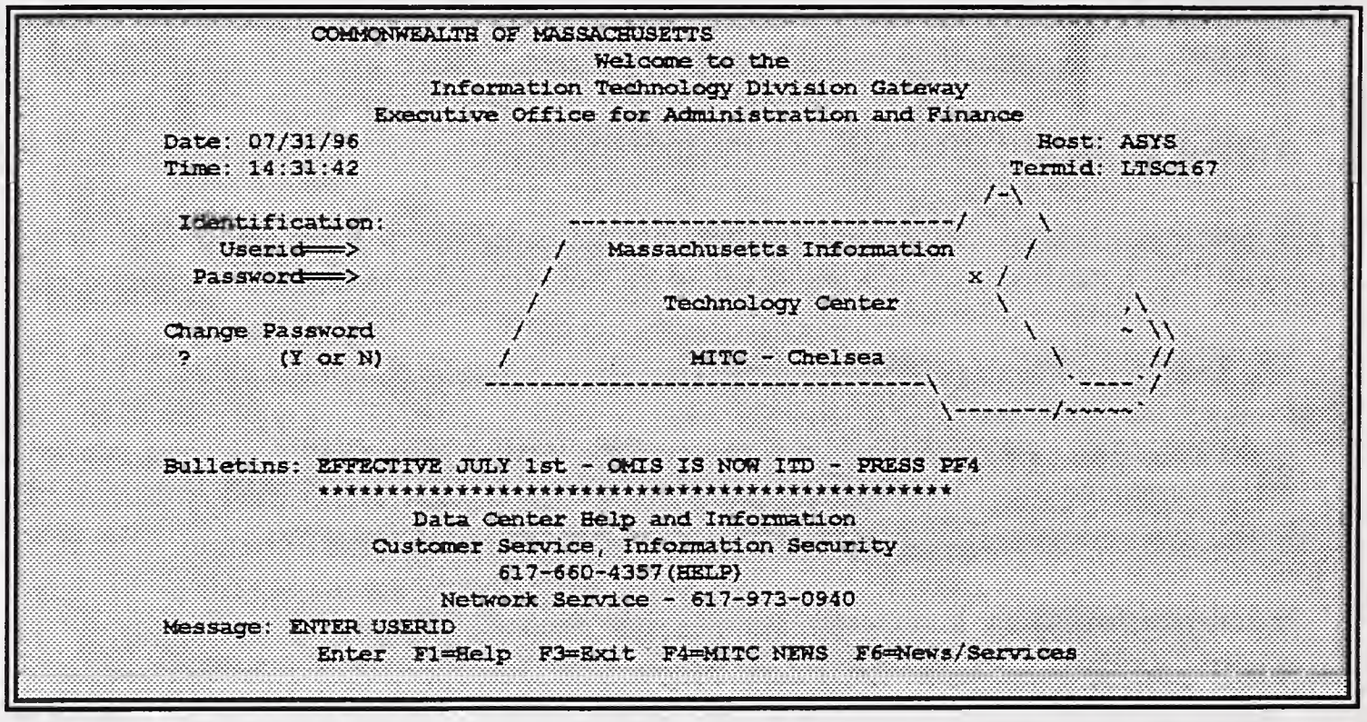
If you have problems logging on, contact your Security Advisor.

MODULE 1
Lesson 1
Topic 3

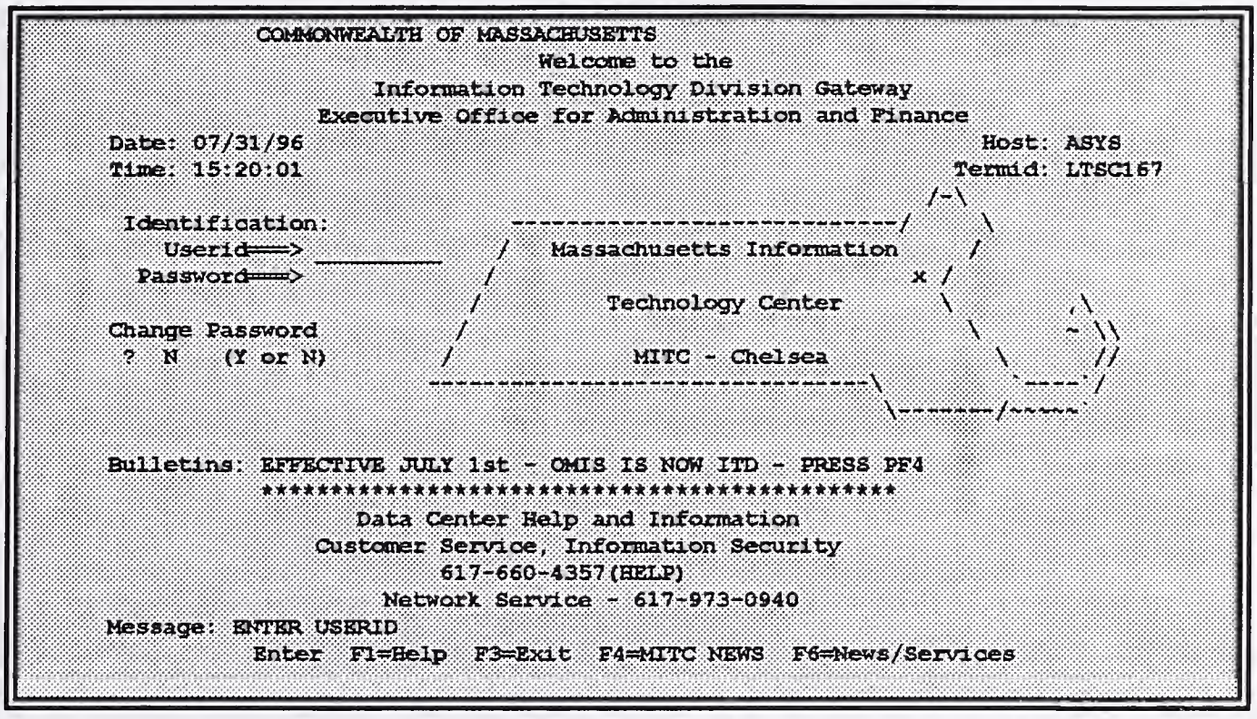
In This Lesson we will learn to: Logon to MMARS

ITD Logon Instructions

ITD Gateway Screen



ITD Gateway Screen



The cursor should be blinking at the Userid, if not:

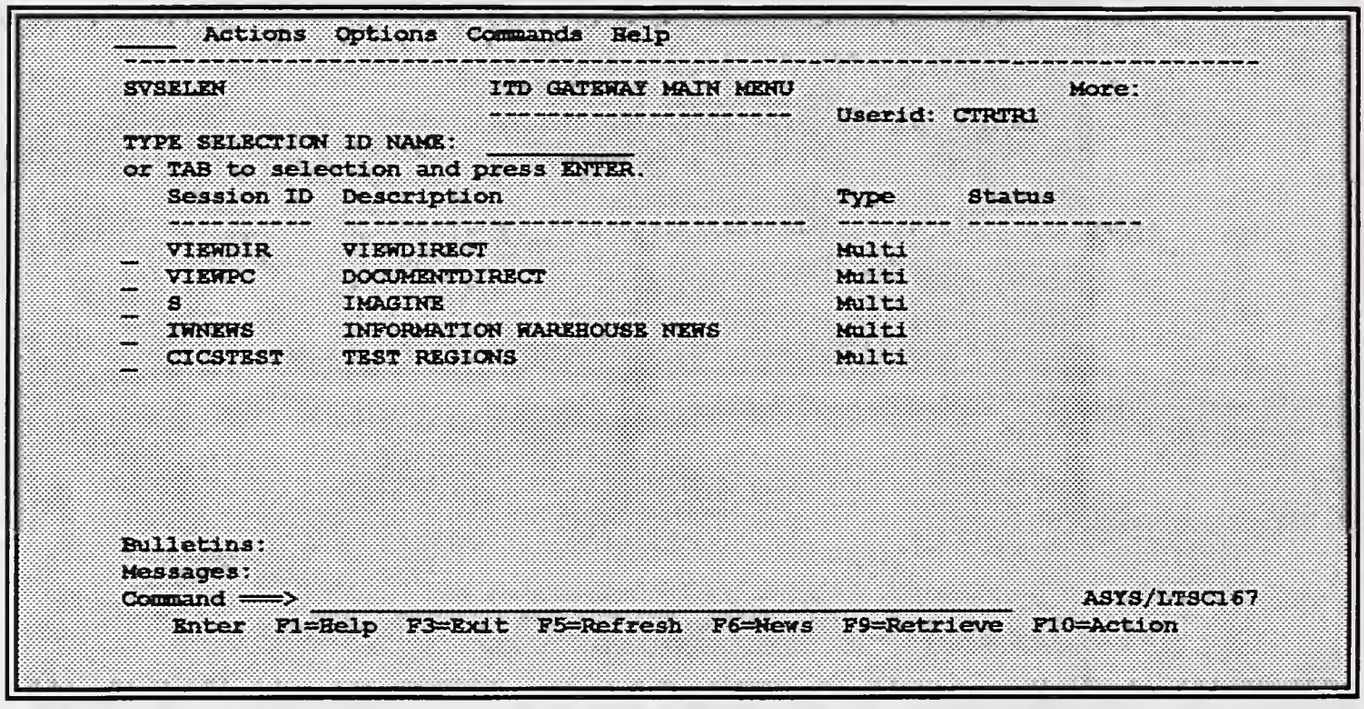
Press the <*HOME*> key to move it there.

Here type in your User ID.
It usually begins with your three letter department code.

Press the <*TAB*> key to move the cursor to the beginning of the Password field.

Type in your eight digit password.
(It will not show on the screen)

Press <*ENTER*>



This will bring you to a Selection Menu. The cursor will be blinking at:

TYPE SELECTION ID NAME: _____

To access MMARS Production:

Type *H* in this area and,

Press <*ENTER*>.

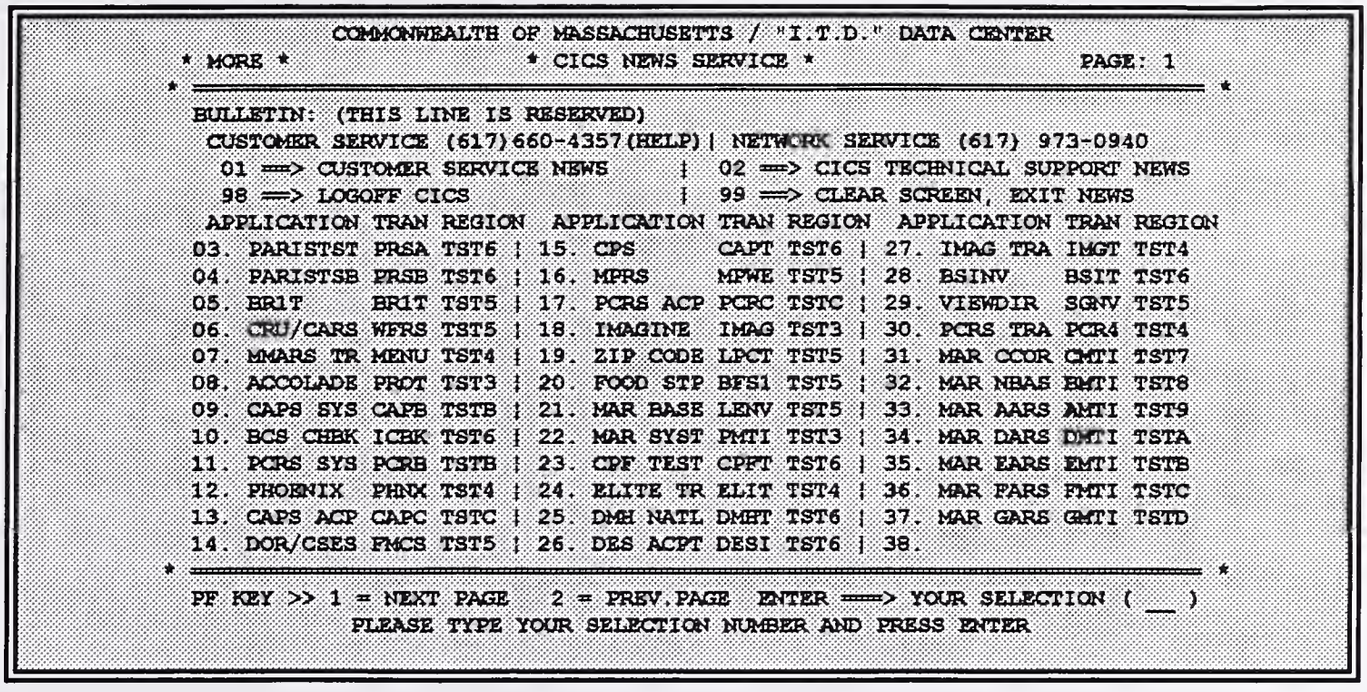
To access MMARS Training:

Press <*TAB*> until you reach selection CICSTEST

Line the cursor up beside the selection and press <*ENTER*>.

This field is cursor sensitive. It is not necessary to type in any character.

CICS NEWS SERVICE


COMMONWEALTH OF MASSACHUSETTS / "I.T.D." DATA CENTER
* MORE * * CICS NEWS SERVICE * PAGE: 1
BULLETIN: (THIS LINE IS RESERVED)
CUSTOMER SERVICE (617) 660-4357 (HELP) | NETWORK SERVICE (617) 973-0940
01 ==> CUSTOMER SERVICE NEWS | 02 ==> CICS TECHNICAL SUPPORT NEWS
98 ==> LOGOFF CICS | 99 ==> CLEAR SCREEN, EXIT NEWS
APPLICATION TRAN REGION APPLICATION TRAN REGION APPLICATION TRAN REGION
03. PARISTST PRSA TST6 | 15. CPS CAPT TST6 | 27. IMAG TRA IMGT TST4
04. PARISTSB PRSB TST6 | 16. MPRS MPWE TST5 | 28. BSINV BSIT TST6
05. BR1T BR1T TST5 | 17. PCRS ACP PCRC TSTC | 29. VIEWDIR SQNV TST5
06. CRU/CARS WFRS TST5 | 18. IMAGINE IMAG TST3 | 30. PCRS TRA PCR4 TST4
07. MMARS TR MENU TST4 | 19. ZIP CODE LPCT TST5 | 31. MAR CCOR CMTI TST7
08. ACCOLADE PROT TST3 | 20. FOOD STP BFS1 TST5 | 32. MAR NBAS BMTI TST8
09. CAPS SYS CAPB TSTB | 21. MAR BASE LENV TST5 | 33. MAR AARS AMTI TST9
10. BCS CHBK ICBK TST6 | 22. MAR SYST PMTI TST3 | 34. MAR DARS DMTI TSTA
11. PCRS SYS PCRB TSTB | 23. CPF TEST CPFT TST6 | 35. MAR EARS EMTI TSTB
12. PHOENIX PHNX TST4 | 24. ELITE TR ELIT TST4 | 36. MAR FARS FMTI TSTC
13. CAPS ACP CAPC TSTC | 25. DMH NATL DMHT TST6 | 37. MAR GARS GMTI TSTD
14. DOR/CSES FMCS TST5 | 26. DES ACPT DESI TST6 | 38.
PF KEY >> 1 = NEXT PAGE 2 = PREV.PAGE ENTER ===> YOUR SELECTION (__)
PLEASE TYPE YOUR SELECTION NUMBER AND PRESS ENTER

The training selection will bring you to the:

CICS NEWS SERVICE

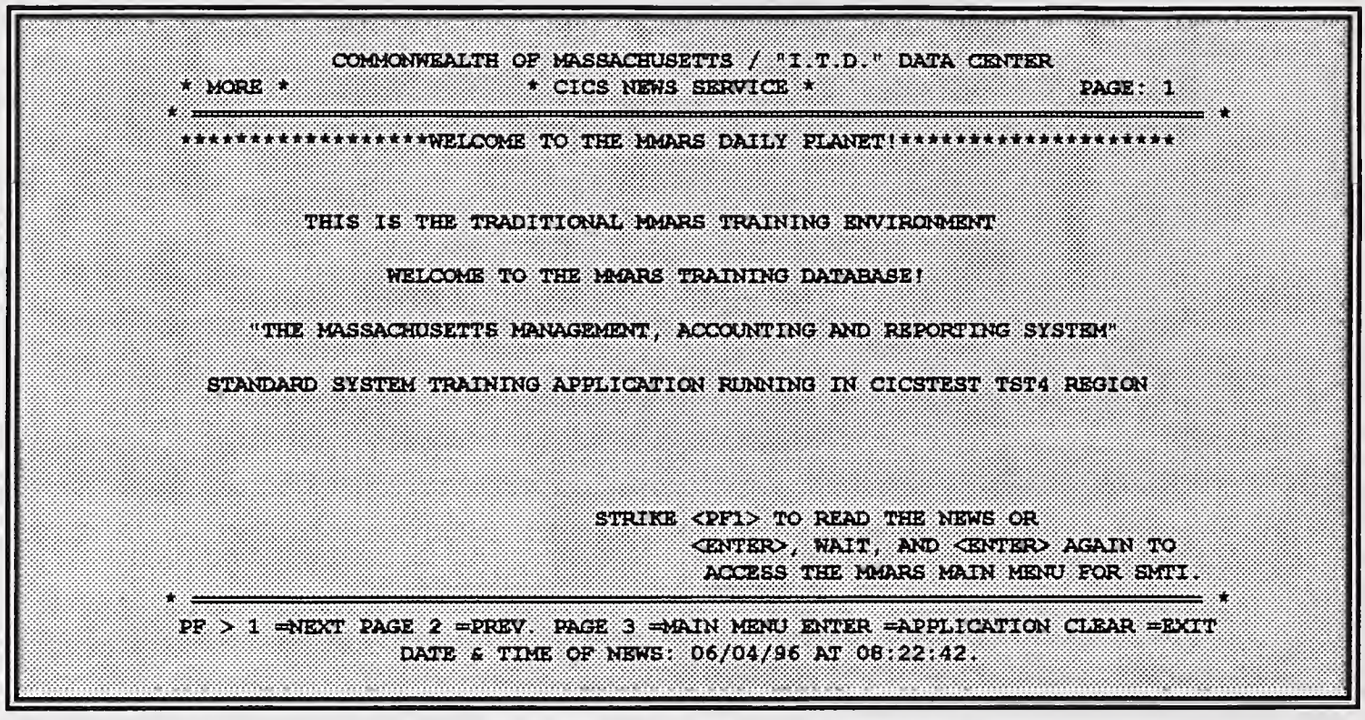
The cursor should be blinking in the lower right hand corner in the:

YOUR SELECTION area.

Type <7>, (MMARS TR MENU TST4).

(Production does not have this initial selection screen. It will lead directly to page 1 of the NEWS.)

CICS NEWS SERVICE


COMMONWEALTH OF MASSACHUSETTS / "I.T.D." DATA CENTER
* MORE *
* CICS NEWS SERVICE *
PAGE: 1
**********WELCOME TO THE MMARS DAILY PLANET!**********
THIS IS THE TRADITIONAL MMARS TRAINING ENVIRONMENT
WELCOME TO THE MMARS TRAINING DATABASE!
"THE MASSACHUSETTS MANAGEMENT, ACCOUNTING AND REPORTING SYSTEM"
STANDARD SYSTEM TRAINING APPLICATION RUNNING IN CICSTEST TST4 REGION
STRIKE <PF1> TO READ THE NEWS OR
<ENTER>, WAIT, AND <ENTER> AGAIN TO
ACCESS THE MMARS MAIN MENU FOR SMTI.
PF > 1 =NEXT PAGE 2 =PREV. PAGE 3 =MAIN MENU ENTER =APPLICATION CLEAR =EXIT
DATE & TIME OF NEWS: 06/04/96 AT 08:22:42.

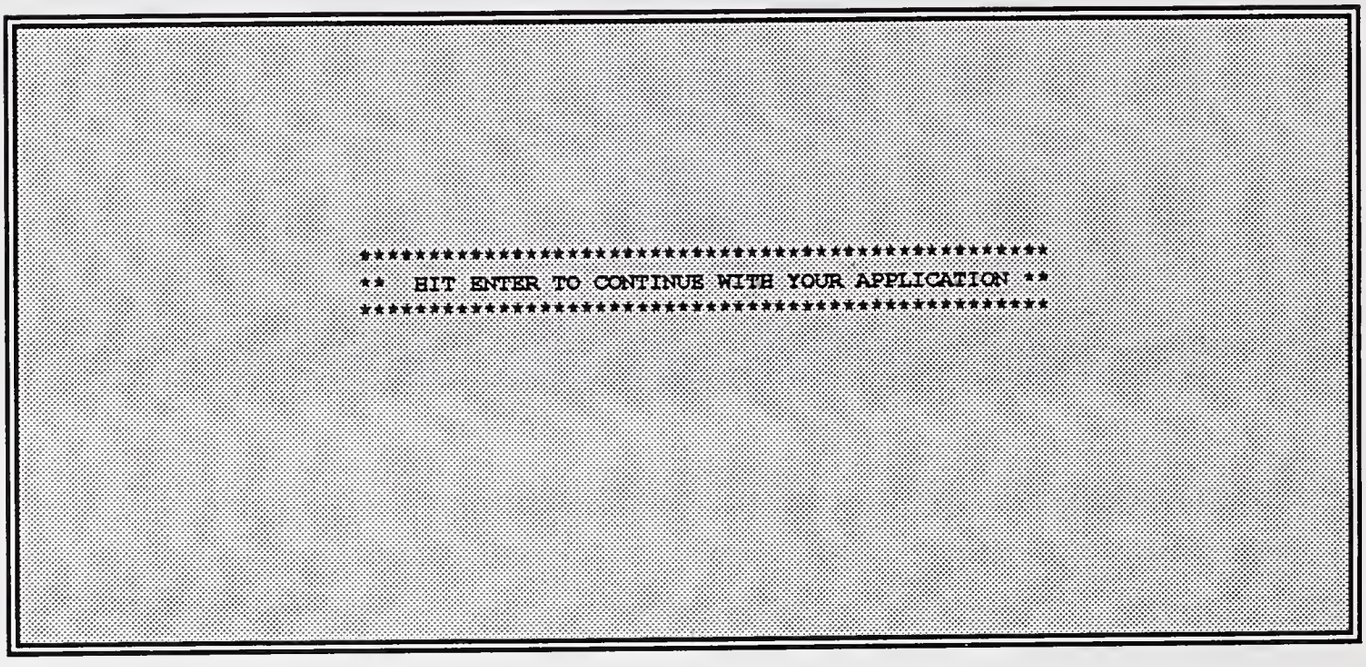
This leads you to the first page of the NEWS. It also confirms that you have reached the MMARS training Database.

The news should be read at least a couple of times a week. Follow the instructions at the bottom of the page and use the "PF" keys to move through the news. The News contains six pages of information. Page 5 of the MMARS News always lists the Accounting Periods and MMARS hours of operation. A sample of page five is provided below.

```
          COMMONWEALTH OF MASSACHUSETTS / "I.T.D." DATA CENTER
 * END *                  * CICS NEWS SERVICE *                    PAGE: 6
* ================================================================================ *
  ************************* MMARS DAILY PLANET ***************************

   PAYMENT VOUCHER HEADER, LINE, ETC. ...


   YOUR MMARS COMMAND CARD HAS A COMPLETE LIST OF THE TABLE COMMANDS, THE
   DOCUMENT COMMANDS, AND THE SUSF FUNCTION COMMANDS NOW WORKING IN EASYDOC
   AS WELL AS THE PROGRAM FUNCTION (PF) KEYS AND ILLUSTRATIONS ON HOW TO
   ENTER A NEW DOC OR ACCESS AN EXISTING DOC ON SUSF.  THERE IS ALSO A
   COMPLETE LISTING OF THE MENUS AND TABLES IN MMARS (4 DIGITS).  PLEASE
   SEE YOUR TRAINER FOR COPIES OF THESE VALUABLE TOOLS.

   BE SURE TO WATCH FOR REMMARS GUI TRAINING COMING SOON TO ALL DEPTS.

              HIT <ENTER>, WAIT, AND <ENTER> AGAIN TO GET TO THE
                    MMARS MAIN MENU.

* ================================================================================ *
PF > 1 =NEXT PAGE 2 =PREV. PAGE 3 =MAIN MENU ENTER =APPLICATION CLEAR =EXIT
                  DATE & TIME OF NEWS: 06/04/96 AT 08:22:42.
```

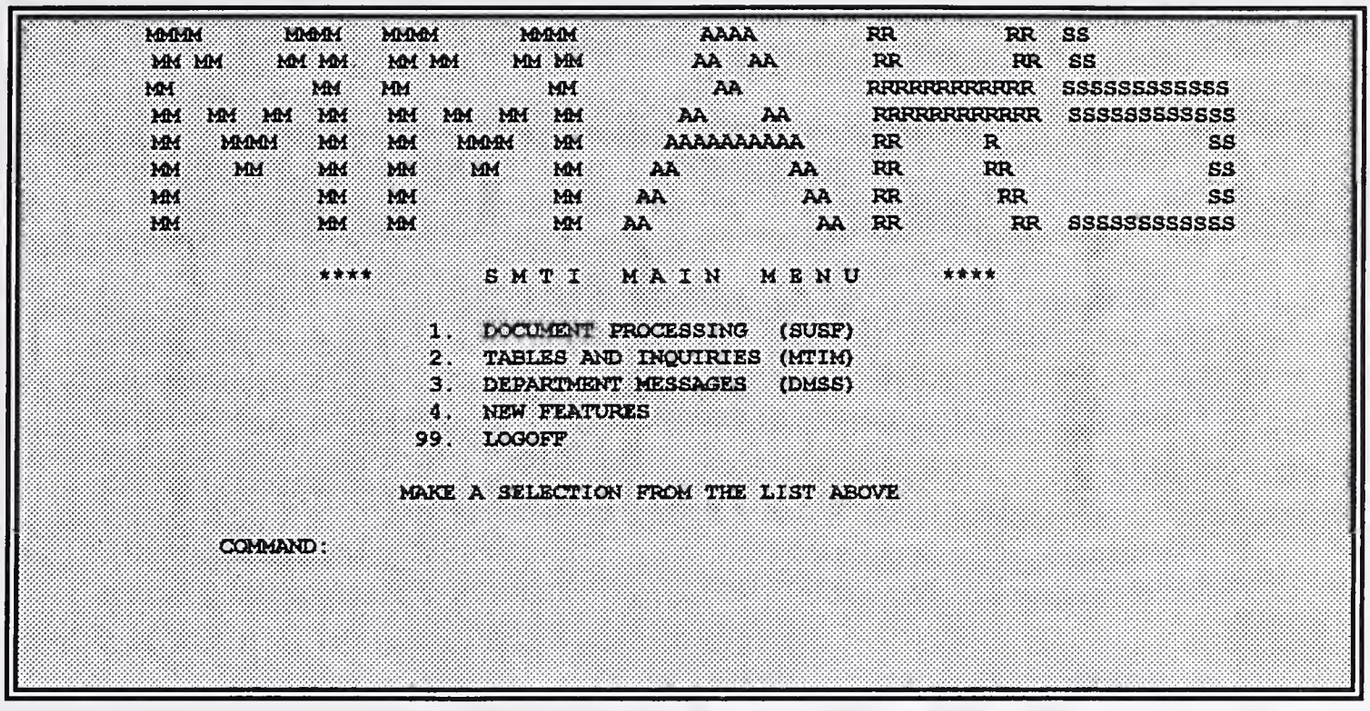
The word **"END"** will appear in the upper left hand corner of the last page.

Press <*ENTER*> to proceed towards the MMARS training menu.



Press <*ENTER*> again to reach the logon screen of the Training Main Menu.

MMARS MAIN MENU


MMMM MMMM MMMM MMMM AAAA RR RR SS
MM MM MM MM MM MM MM MM AA AA RR RR SS
MM MM MM MM MM AA RRRRRRRRRRRR SSSSSSSSSSS
MM MM MM MM MM MM MM MM AA AA RRRRRRRRRRRR SSSSSSSSSSS
MM MMMM MM MM MMMM MM AAAAAAAAAA RR R SS
MM MM MM MM MM MM AA AA RR RR SS
MM MM MM MM MM AA AA RR RR SS
MM MM MM MM AA AA RR RR SSSSSSSSSSS
**** S M T I M A I N M E N U ****
1. DOCUMENT PROCESSING (SUSP)
2. TABLES AND INQUIRIES (MTIM)
3. DEPARTMENT MESSAGES (DMSS)
4. NEW FEATURES
99. LOGOFF
MAKE A SELECTION FROM THE LIST ABOVE
COMMAND:

The same procedure is followed to reach the MMARS Production Main Menu. It will say Production Main Menu on the screen. Double check that you are in the menu you intended to enter.

The cursor will move down to;

COMMAND:

You are ready to begin in MMARS!

MODULE 1
Lesson 1
Topic 4

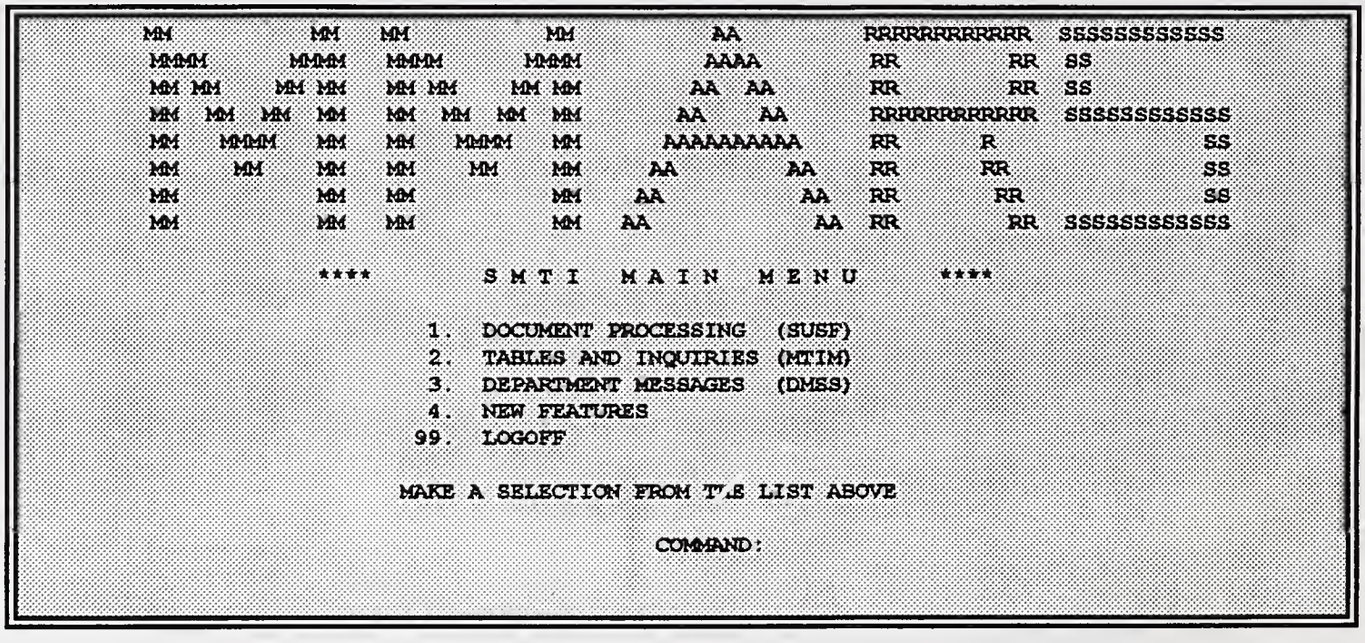
In This Lesson You Will Learn: How to Logoff from MMARS.

LOGGING OFF MMARS

It is very important to log off of the system when it is not in use. Your department is being billed by OMIS for time on the system. Another serious consideration is your security passwords. Anyone could come past your terminal and possibly access information they should not see, or enter transactions with your identification on them. Remember to log off when you leave your terminal.

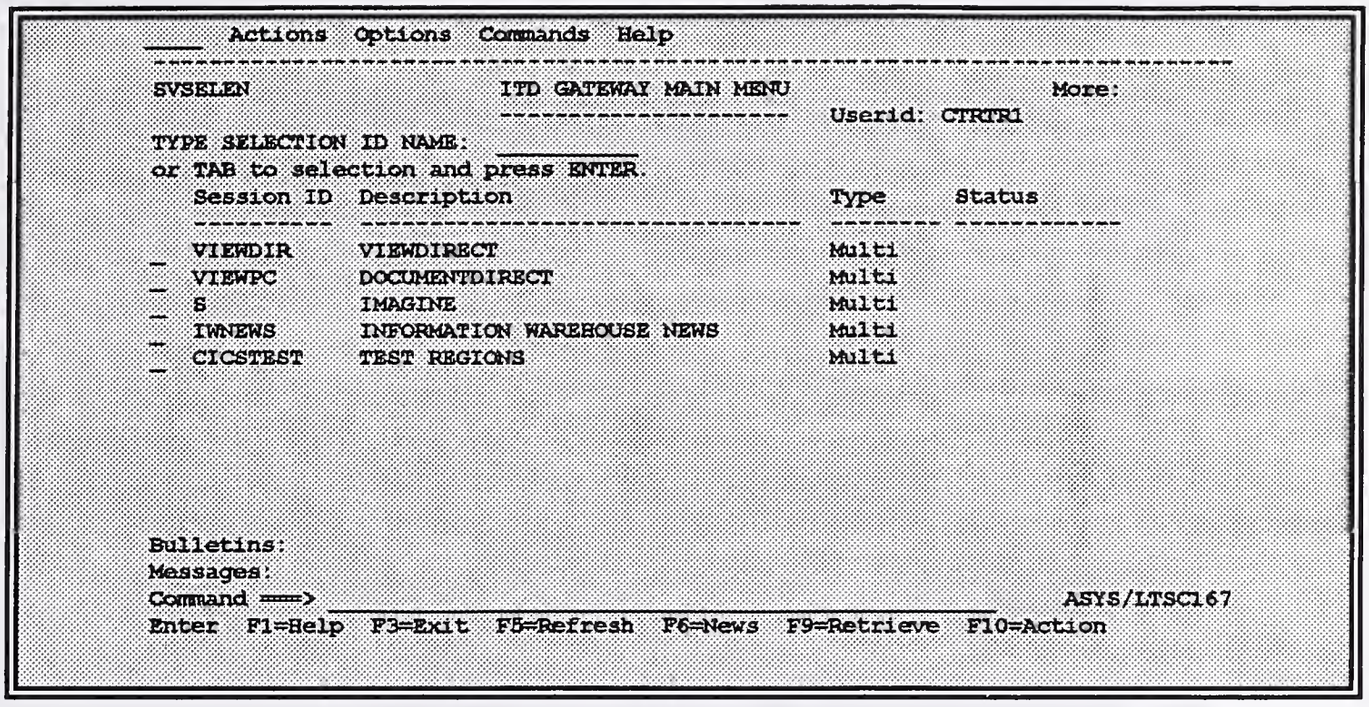
The MMARS Main Menu is the starting point for logging off. The last listing in the selection area is 99 to exit. Make sure the cursor is in COMMAND: field.

MMARS MAIN MENU


S M T I M A I N M E N U
1. DOCUMENT PROCESSING (SUSF)
2. TABLES AND INQUIRIES (MTIM)
3. DEPARTMENT MESSAGES (DMSS)
4. NEW FEATURES
99. LOGOFF
MAKE A SELECTION FROM THE LIST ABOVE
COMMAND:

Type in the *99*

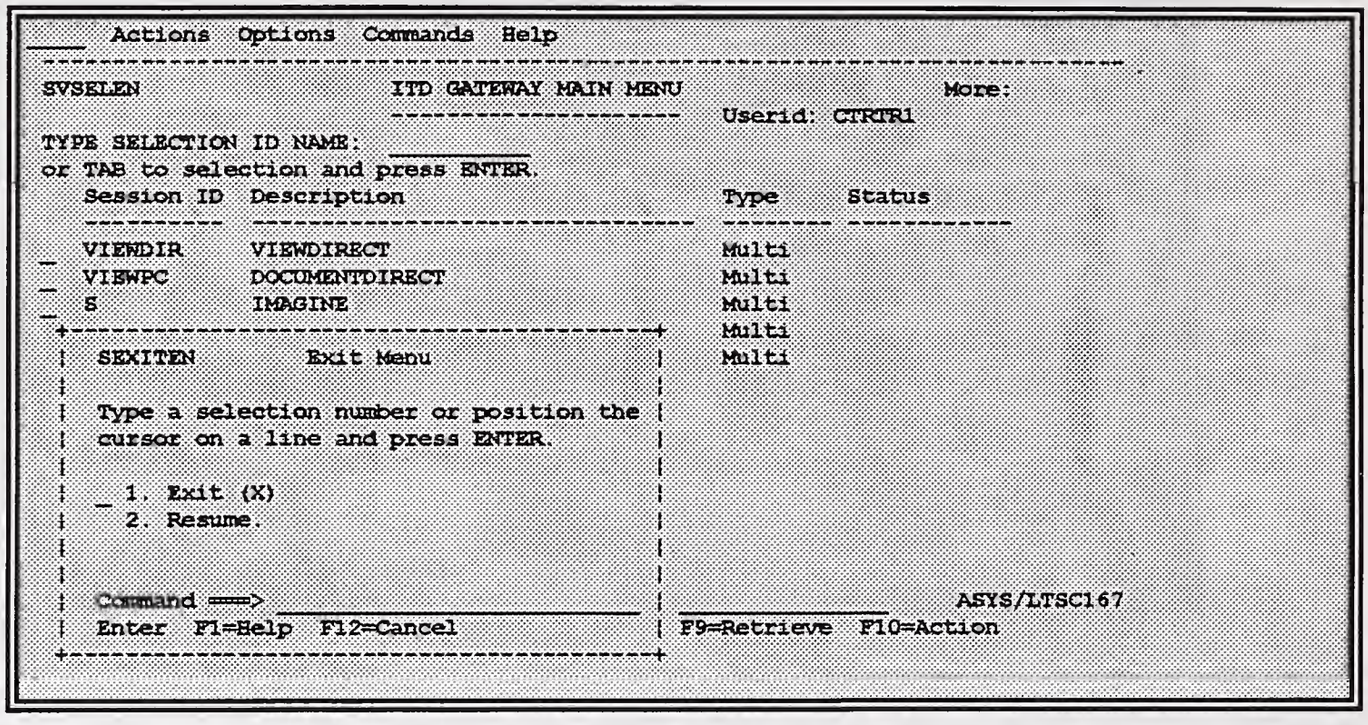
Press *<ENTER>*.



This will back the system up to the SELECTION MENU.

Press <*PF3/ALT3*> to exit.

This will bring up a POP-UP Window.



At the EXIT MENU,

move the cursor beside selection 1. Exit (X), or

type the letter *X* in the Command field.

Press <*ENTER*>.

This will return you to the OMIS Menu. You are finished with the log off if this is where you began.

SKILL CHECK

Log back into the MMARS Training Main Menu.

MODULE 1
Lesson 2

SYSTEM NAVIGATION TOUR OF MMARS TABLES

Please log in using the instructions in lesson One if you have left the system.

Some Background Details

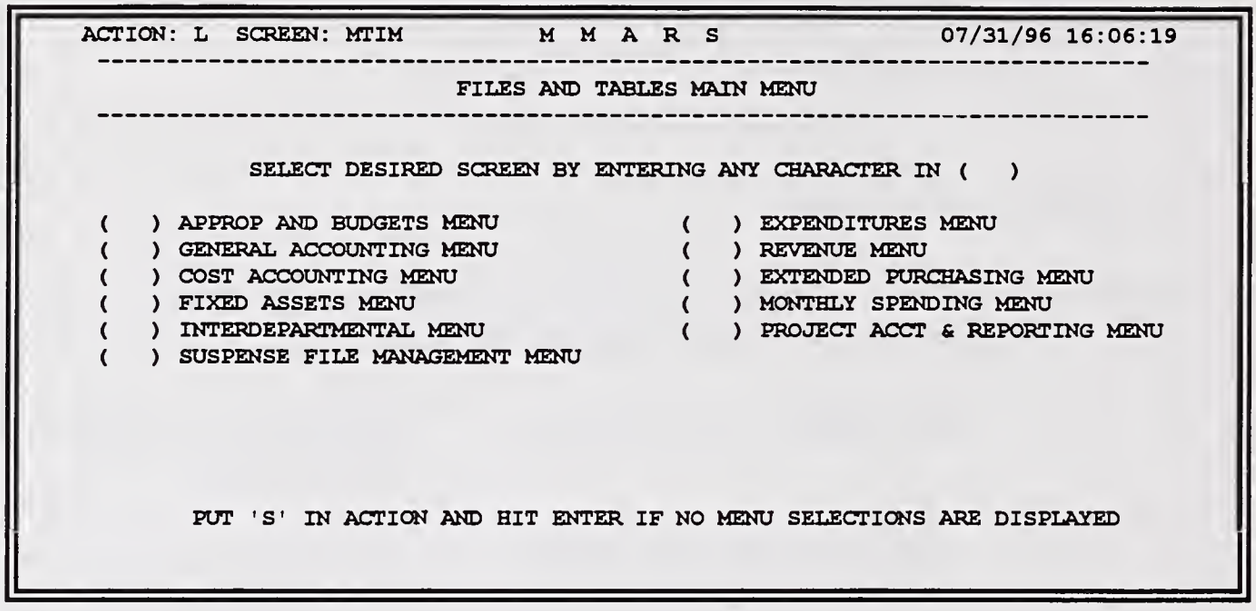
MMARS is a menu driven system. This will be demonstrated as we navigate to the first table. There are five selections available at the main menu:

1.	**DOCUMENT PROCESSING**	This selection contains access to the document start-up screen.
2.	**TABLES AND INQUIRIES**	This selection contains the Files and Tables of the MMARS System.
3.	**DEPARTMENT MESSAGES**	This selection is not currently in use.
4.	**NEW FEATURES**	This selection contains some new document screens, as well as some BARS,(Billing and Accounts Receivable Subsystem), files. It is not directly connected to Selections 1 and 2. It must always be accessed through the MMARS Main Menu.
5.	**99-LOGOFF**	This selection backs out of MMARS. It returns to the Selection Menu.

Type *2*, Files and Tables Menu and,

Press *<ENTER>*.

FILES AND TABLES MENU


ACTION: L SCREEN: MTIM M M A R S 07/31/96 16:06:19
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

FILES AND TABLES MENU

MMARS Files and Tables Menu selections provide a brief overview of the extent of activity monitored throughout the Massachusetts Management Accounting and Reporting System (MMARS).

( )-APPROPRIATIONS AND BUDGETS MENU
Departmental appropriation accounts are displayed in a variety of file formats throughout Appropriation and Budgets sub-menu selections.

( )-EXPENDITURES MENU
The Expenditures Menu serves as the file location for open item transaction tables and reference tables covering advances, service contracts, commodity purchases, price and master service agreements, leases, recurring payments, and disbursements.

( )-GENERAL ACCOUNTING MENU
The General Accounting Menu includes the MMARS accounting organizational structure and the chart of accounts which outlines specific account types, coding for funds, programs, activities, and expenditure classification by object codes. The Commonwealth's Vendor File is included in the General Accounting Menu.

( )-REVENUE MENU
The Revenue selection leads the user through the Billing and Accounts Receivable Subsystem (BARS) related menu selections which cover customer files, control and reference tables, collection and open item files associated with the receivable events, invoices, and statements generated to support non tax revenue business conducted by Commonwealth departments.

( )-COST ACCOUNTING MENU
The Cost Accounting Menu keeps files depicting project management and Federal grant management activity.

( )-EXTENDED PURCHASING MENU
The Extended Purchasing Menu deals specifically with the requisition and bid process.

( )-FIXED ASSETS MENU
The Fixed Asset Subsystem provides reference tables and updating capability to track the Commonwealth's land, buildings, equipment, vehicles and other fixed assets from acquisition through disposition.

( )-MONTHLY SPENDING MENU
The Spending Plan Menu may be utilized to project planned budgetary activity.

( )-INTERDEPARTMENTAL BUSINESS MENU
The Interdepartmental Business selection provides extensive files and menu selections which enable Chargeback departments to generate interdepartmental encumbrance and voucher transactions on-line for Buyer department editing and subsequent approval of interdepartmental financial activity.

( )-PROJECT ACCOUNTING AND REPORTING MENU
Project Accounting and Reporting System provides tables to support cost accounting and billing for Federal and Capital projects.

( )-SUSPENSE FILE MANAGEMENT MENU
Documents entered into the MMARS are displayed in a variety of file formats throughout the Suspense File sub-menu selections.

The user should be prepared to travel through two or three sub-menus for each selection in order to reach the table or inquiry (or reference or financial file) he/she seeks to review.

MODULE 1
Lesson 2
Topic 1

FUND TABLE

In this lesson you will learn:

1. **Major fields of the FUND Table.**

2. **Every table in MMARS is linked to this table.**

3. **Major navigation techniques using keys and actions in the MMARS System.**

The Commonwealth Of Massachusetts Accounting System is based on Fund Accounting. Therefore, we will begin our navigation of MMARS with the Fund Table and introduce you to the concept of Fund.

DEFINITION: A Fund is defined as a fiscal and accounting entity with a self-balancing set of accounts which are segregated for the purpose of carrying on specific activities. In Massachusetts we have approximately 118 funds. Examples of the most commonly used funds are: The General Fund (010), the Highway Fund (101), and the Local Aid Fund (102).

RESPONSIBILITY: The *FUND* Table is a Comptroller controlled table.

PURPOSE OF FUND TABLE:

This table defines codes for all funds in the financial system. It also specifies, for each fund, how *MMARS* is to handle various accounting options.

The *FUND* Reference Table is listed under the "Chart of Accounts" in the General Accounting Menu, which is selection 3 from the Files and Tables Menu.

NAVIGATION:

Keys covered: ENTER, TAB, SHIFT-TAB, F10/RESET, HOME, PF3/ALT3, PF4/ALT4 F9

Actions covered: S(Select), R(refill), X(For cross travel), N(For clearing screens). L(Leaf)

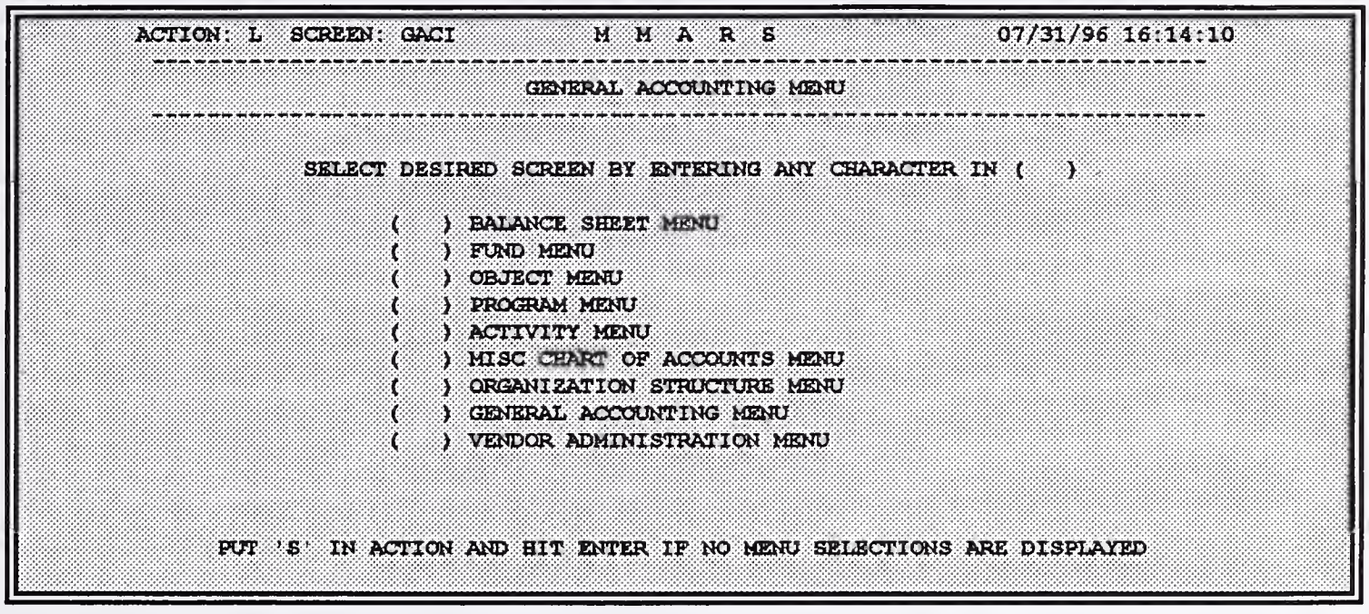
Select the GENERAL ACCOUNTING listing.

Press *F9* until the cursor is inside the parenthesis beside the selection

Type any character into the parenthesis

Press <*ENTER*>.

GENERAL ACCOUNTING MENU


ACTION: L SCREEN: GACI M M A R S 07/31/96 16:14:10
GENERAL ACCOUNTING MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) BALANCE SHEET MENU
( ) FUND MENU
( ) OBJECT MENU
( ) PROGRAM MENU
( ) ACTIVITY MENU
( ) MISC CHART OF ACCOUNTS MENU
( ) ORGANIZATION STRUCTURE MENU
( ) GENERAL ACCOUNTING MENU
( ) VENDOR ADMINISTRATION MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

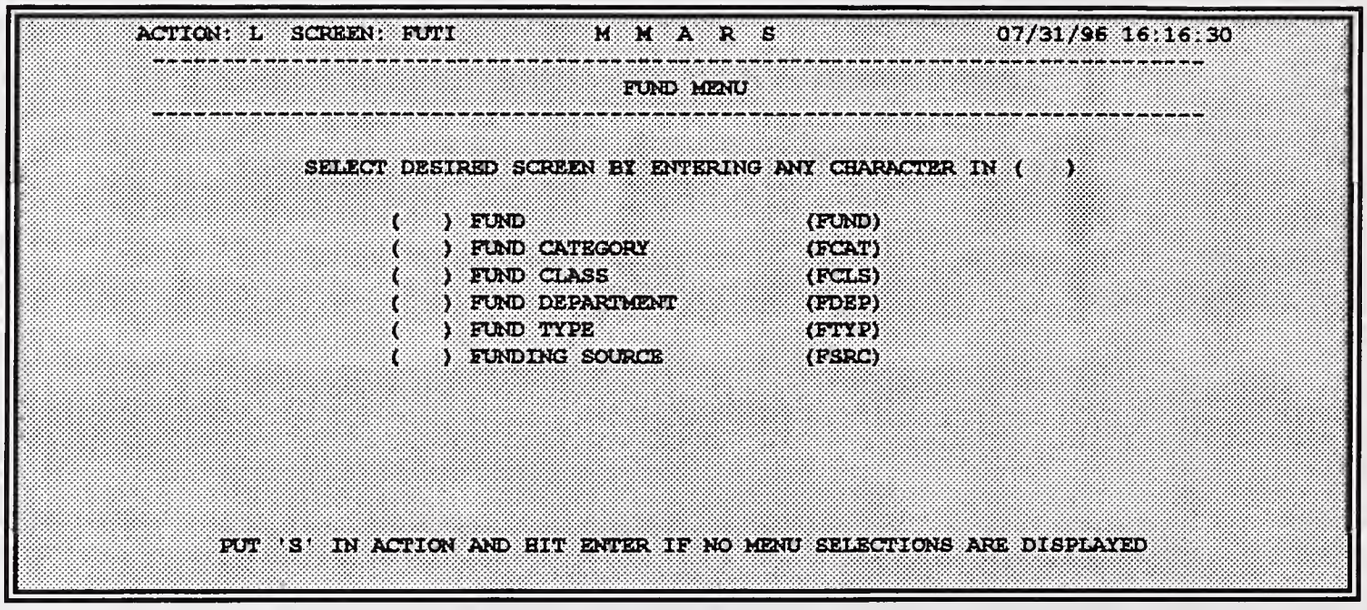
From the **GENERAL ACCOUNTING MENU,**

Press *F9* key until the cursor is in the parenthesis beside *FUND MENU* selection.

Type any character in the parenthesis

Press <*ENTER*>.

FUND MENU


ACTION: L SCREEN: FUTI M M A R S 07/31/96 16:16:30
FUND MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) FUND (FUND)
( ) FUND CATEGORY (FCAT)
( ) FUND CLASS (FCLS)
( ) FUND DEPARTMENT (FDEP)
( ) FUND TYPE (FTYP)
( ) FUNDING SOURCE (FSRC)
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

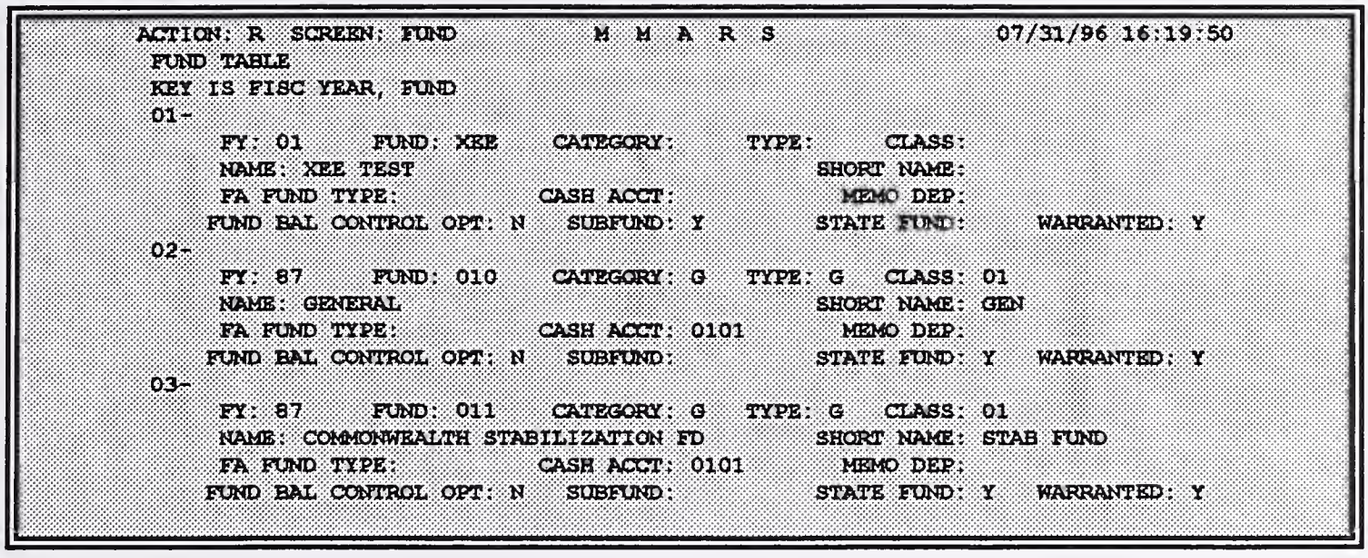
The *FUND MENU* lists several table selections. Choose the *FUND* table.

Press *F9* to move the cursor into the parenthesis beside the *FUND* selection.

Type any character into the parenthesis.

Press <*ENTER*>.

FUND TABLE


ACTION: R SCREEN: FUND M M A R S 07/31/96 16:19:50
FUND TABLE
KEY IS FISC YEAR, FUND
01-
FY: 01 FUND: XEE CATEGORY: TYPE: CLASS:
NAME: XEE TEST SHORT NAME:
FA FUND TYPE: CASH ACCT: MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: Y STATE FUND: WARRANTED: Y
02-
FY: 87 FUND: 010 CATEGORY: G TYPE: G CLASS: 01
NAME: GENERAL SHORT NAME: GEN
FA FUND TYPE: CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: STATE FUND: Y WARRANTED: Y
03-
FY: 87 FUND: 011 CATEGORY: G TYPE: G CLASS: 01
NAME: COMMONWEALTH STABILIZATION FD SHORT NAME: STAB FUND
FA FUND TYPE: CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: STATE FUND: Y WARRANTED: Y

ACTION The upper left-hand corner of the screen contains a line which reads:

ACTION: L SCREEN: FUND

Every screen or table has this ***ACTION*** field in the same location.

To clear uninvited data from the screen, we will use a new *ACTION.*

N

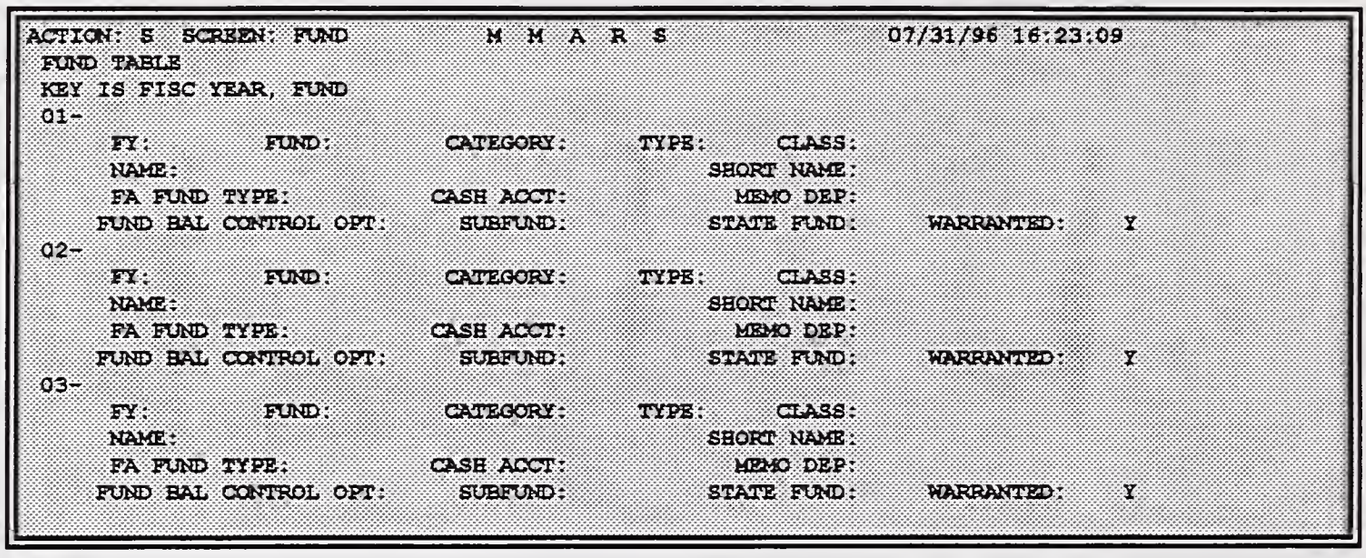
Whenever you follow the menu route into a screen, the *ACTION* area will be filled in with an L. The screen will be filled with information you never requested. It is displaying information from the beginning of the table.

The *N* Action allows us to empty the screen of unwanted information.

Type an *N* in the *ACTION* field.

Press <*ENTER*>.

FUND TABLE


ACTION: S SCREEN: FUND M M A R S 07/31/96 16:23:09
FUND TABLE
KEY IS FISC YEAR, FUND
01-
FY: FUND: CATEGORY: TYPE: CLASS:
NAME: SHORT NAME:
FA FUND TYPE: CASH ACCT: MEMO DEP:
FUND BAL CONTROL OPT: SUBFUND: STATE FUND: WARRANTED: Y
02-
FY: FUND: CATEGORY: TYPE: CLASS:
NAME: SHORT NAME:
FA FUND TYPE: CASH ACCT: MEMO DEP:
FUND BAL CONTROL OPT: SUBFUND: STATE FUND: WARRANTED: Y
03-
FY: FUND: CATEGORY: TYPE: CLASS:
NAME: SHORT NAME:
FA FUND TYPE: CASH ACCT: MEMO DEP:
FUND BAL CONTROL OPT: SUBFUND: STATE FUND: WARRANTED: Y

This will empty the screen and place an *S* in the *ACTION* field. You are now ready to fill in your *KEY* information. Notice that your *ACTION* is now *S*.

S

The system has entered a selection of *S* in the field. The *S* represents ***selection***. Notice the Fund screen is empty of information. It is necessary to select the specific information to be viewed.

KEY

The third line in the upper left defines what selections must be made to view information on the table. This line is called the *KEY*. The *KEY* on the *FUND* table asks for a two digit entry of a fiscal year and the three digit code for the *FUND*.

There must always be an *S* in the *ACTION* field in order to enter specific information into the *KEY* fields.

SCREEN

This field is located on the top left-hand line. It displays the four character abbreviation of the screen name.*FUND TABLE*

The second line of the upper-left hand corner gives the full name of the screen.

DATE & TIME

This field is located in the upper right-hand corner of the screen. The date is listed in a ***MM/DD/YY*** format. On the same line is a time listing. The hour, minute, and second the screen was entered is listed here. The hour works on a **24** hour clock (ie. 13= 1:00 PM).

TAB

The *TAB* key is used to move the cursor from field to field. It is strongly recommended to utilize the TAB key instead of the arrow keys. The *TAB* key will always move the cursor into a logical field. The arrow keys can move the cursor into a space where no logical field exists. This can cause the keyboard to lock up.

SHIFT/TAB

Holding down the ***SHIFT*** key and pressing the ***TAB*** at the same time, will allow you to "Back-Tab" your cursor to the previous field.

F10/RESET

A locked keyboard will need to be unlocked. The keyboard is locked when the cursor cannot be moved and no characters can be entered. It is usually accompanied by a BEEP sound when entry is attempted. The word *"ELSE"* may appear in the lower left of the personal computer. The *"DUMB"* terminal will have what looks like a bolt of lightening in the lower left. On a personal computer press the *F10* key to reset the keyboard. Remember, it locked because the cursor is in a field where it doesn't belong. Once the reset is done, press the *TAB* key to move the cursor into a logical field which the computer can read. If your terminal is a *"DUMB"* terminal, press the *RESET* key and Tab once to a logical field.

Press the *TAB* key until the cursor is in the *FY* field.

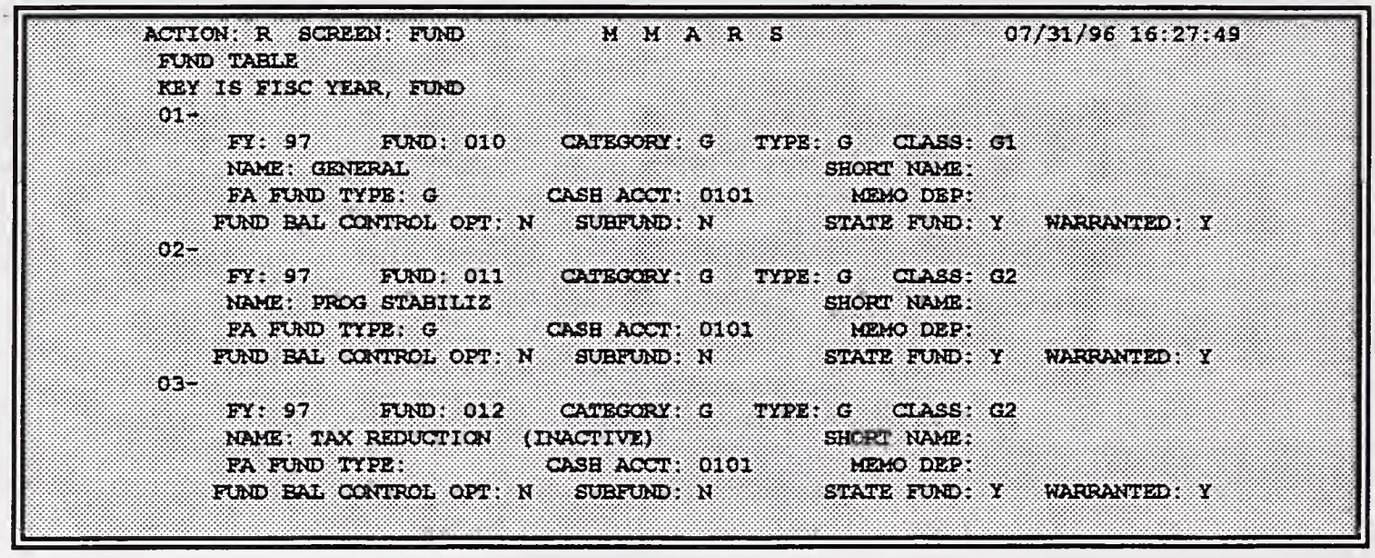
Type in the two digit code for the current fiscal year.

Once the fiscal year is entered, the cursor will move to the *FUND* field.

Type in the three digit code for the *FUND*

Press <*ENTER*>.

FUND TABLE


ACTION: R SCREEN: FUND M M A R S 07/31/96 16:27:49
FUND TABLE
KEY IS FISC YEAR, FUND
01→
FY: 97 FUND: 010 CATEGORY: G TYPE: G CLASS: G1
NAME: GENERAL SHORT NAME:
FA FUND TYPE: G CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y
02-
FY: 97 FUND: 011 CATEGORY: G TYPE: G CLASS: G2
NAME: PROG STABILIZ SHORT NAME:
FA FUND TYPE: G CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y
03-
FY: 97 FUND: 012 CATEGORY: G TYPE: G CLASS: G2
NAME: TAX REDUCTION (INACTIVE) SHORT NAME:
FA FUND TYPE: CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y

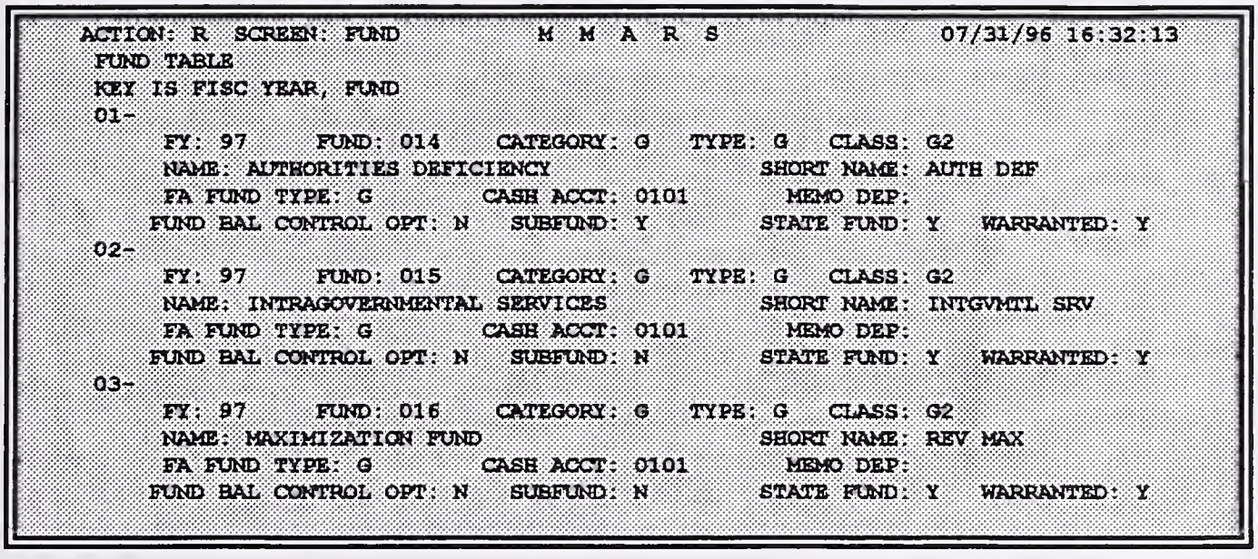
This will fill in the screen with the information requested.

R

The *ACTION* field now has an *R* in it. ***R*** stands for ***REFILL***. This screen is in numeric order by fiscal year and fund. Pressing *<ENTER>* with an *R* in the action will *"REFILL"* the screen sequentially with the next group of information. In this case, the fiscal year will remain the same until the computer has scrolled through all available funds for the listed fiscal year.

Press *<ENTER>* with the R in the ACTION field.

FUND TABLE


ACTION: R SCREEN: FUND M M A R S 07/31/96 16:32:13
FUND TABLE
KEY IS FISC YEAR, FUND
01-
FY: 97 FUND: 014 CATEGORY: G TYPE: G CLASS: G2
NAME: AUTHORITIES DEFICIENCY SHORT NAME: AUTH DEF
FA FUND TYPE: G CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: Y STATE FUND: Y WARRANTED: Y
02-
FY: 97 FUND: 015 CATEGORY: G TYPE: G CLASS: G2
NAME: INTRAGOVERNMENTAL SERVICES SHORT NAME: INTGVMTL SRV
FA FUND TYPE: G CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y
03-
FY: 97 FUND: 016 CATEGORY: G TYPE: G CLASS: G2
NAME: MAXIMIZATION FUND SHORT NAME: REV MAX
FA FUND TYPE: G CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y

CATEGORY

This field displays a one letter code representing a category. The list of categories can be found on the *FUND CATEGORY TABLE*. This table has a four digit screen name of *FCAT*. The Action and Screen fields in the upper left of the screen can be used to cross travel to other screens.

X

An ***X*** in the ***ACTION*** field of a screen allows cross travel to another unrelated screen.

The cursor must be in the ***ACTION*** field to enter the a new action.

HOME

The ***HOME*** key will always move the cursor to the action field in the upper left-hand corner of the screen.

Press *HOME* and move the cursor into the Action field.

Type an *X* in the action field.

The cursor will move into the *SCREEN* field.

Type *FCAT*, the new screen we wish to travel to, in the screen field.

Press *<ENTER>*.

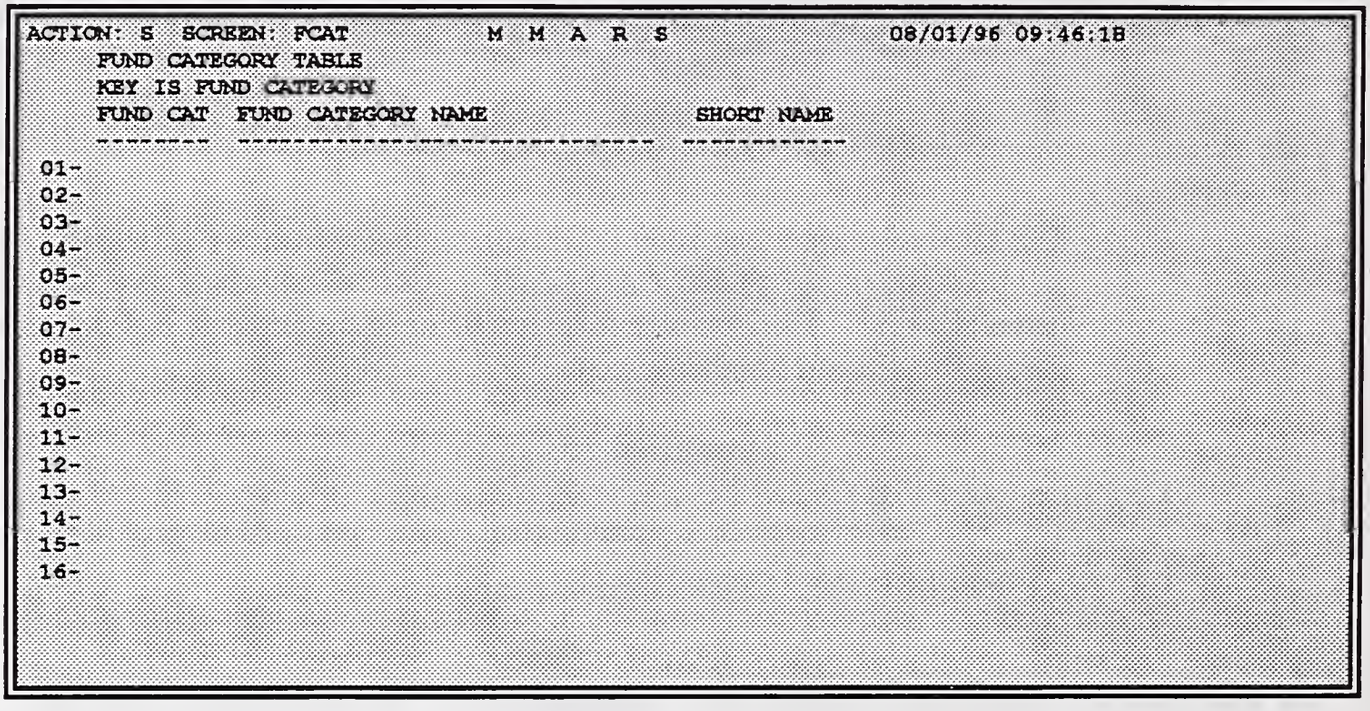
FUND CATEGORY REFERENCE TABLE

TABLE: **FCAT**

PURPOSE: This table contains the list of valid fund category codes. These fund categories are predefined and cannot be changed by the user or by the transaction processing.

MENU: The Fund Category Reference Table is listed under "General Accounting" in the Tables and Inquiries Menu.

FUND CATEGORY TABLE



This takes us to the ***FUND CATEGORY TABLE.*** Notice the *S* in the action field. Remember, *S* is for SELECTION. If no selection is made, and *<ENTER>* is pressed, the screen will fill in with data beginning with the first data available. This particular table is a small one which will display all it's information on one screen. Rather than make a specific selection using the *KEY*,

Press *<ENTER>*, and let all information be displayed.

FUND CATEGORY TABLE

```
ACTION: S  SCREEN: FCAT          M  M  A  R  S                  08/01/96 09:50:53
     FUND CATEGORY TABLE
     KEY IS FUND CATEGORY
     FUND CAT  FUND CATEGORY NAME                 SHORT NAME
     --------  ---------------------------------  ------------
01-      A     ACCOUNT GROUP                      ACCT GROUP
02-      C     CAPITAL PROJECTS FUND              CAPITAL PROJ
03-      D     DEBT SERVICE FUNDS                 DEBT SERVICE
04-      F     FIDUCIARY FUNDS                    FIDUCIARIES
05-      G     GOVERNMENTAL                       GOVERNMENTAL
06-      P     PROPRIETARY                        PROPRIETARY
07-      S     SPECIAL REVENUE FUNDS              SPECIAL REVS
08-      U     UNREPORTABLE WITHOUT ANALYSIS      UNREPORTABLE
09-      X     FIXED ASSETS ACCOUNT GROUP         GFAAG
10-      Y     GENERAL LONG-TERM DEBT GROUP       GLTDAG
11-      Z     PROPRIETARY FUNDS                  PROPRIETARY
12-
13-
14-
15-
16-
12-*L008 END OF FILE
```

This screen displays the one letter codes for *CATEGORY* which was listed on the *FUND* table. It gives the name of the fund letter displayed on the *FUND* table. It also gives a short name for the category.

Press <*HOME*>.

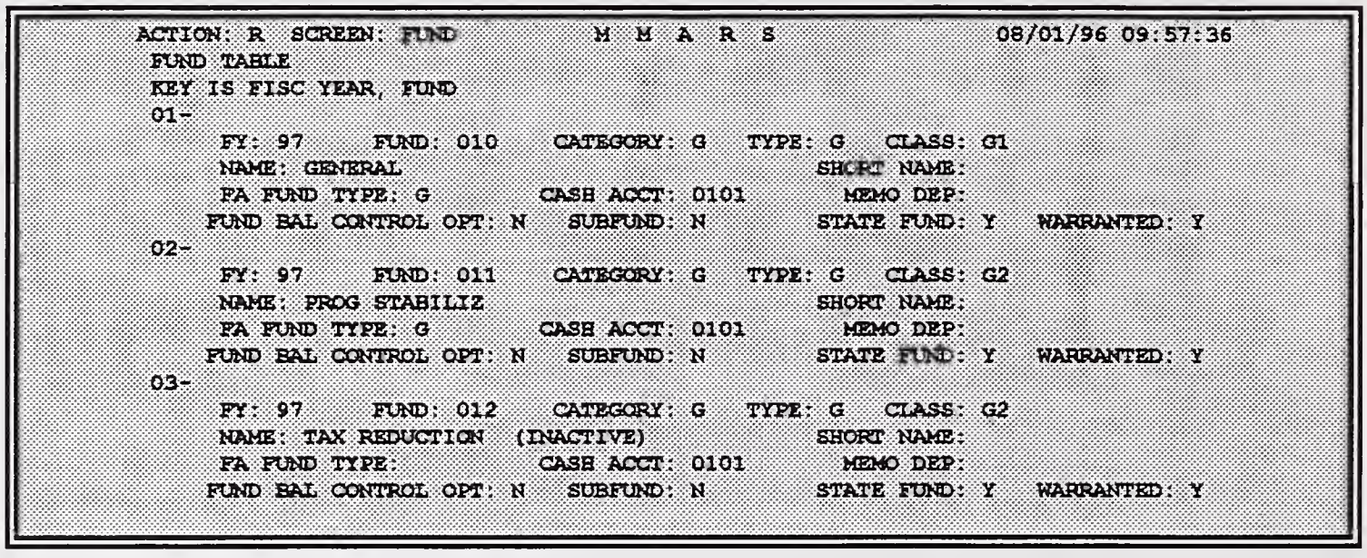
Put an *X* in *ACTION*

Type *FUND* in the Screen field

Press <*ENTER*> and return to the *FUND* table.

Refill the *KEY* information by tabbing to the *FY* and *FUND* fields and entering the information again. (Don't forget to press <*ENTER*>)

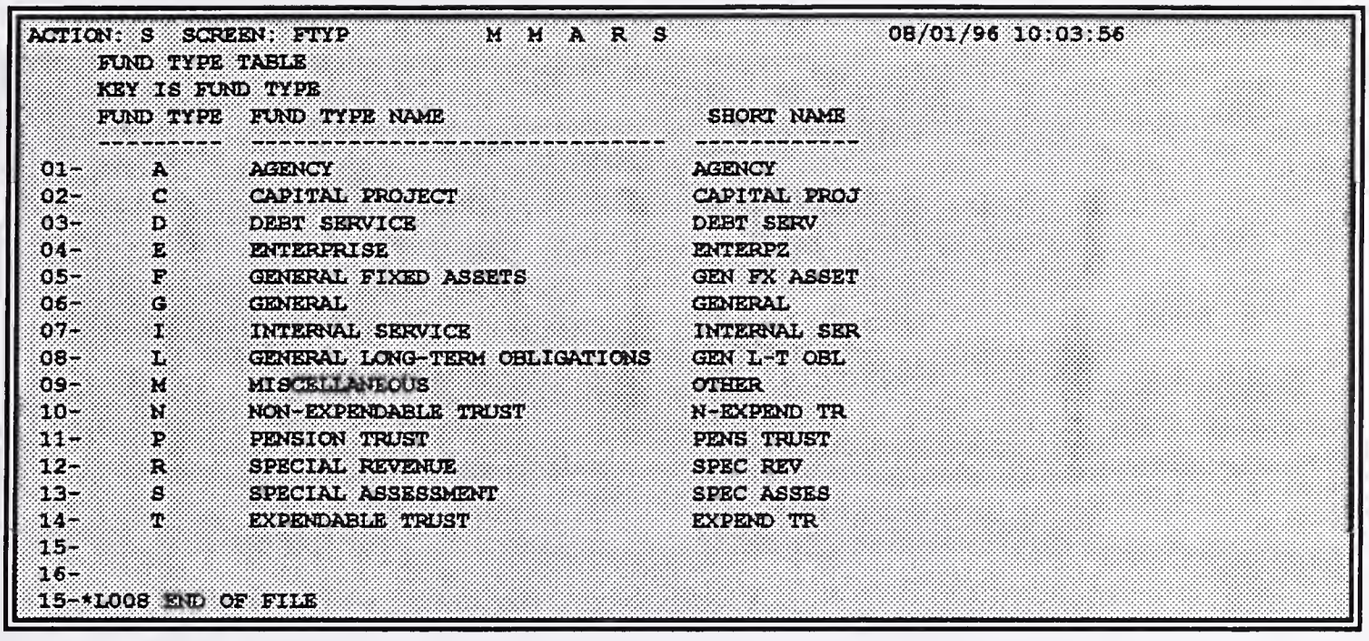
FUND TABLE


ACTION: R SCREEN: FUND M M A R S 08/01/96 09:57:36
FUND TABLE
KEY IS FISC YEAR, FUND
01-
FY: 97 FUND: 010 CATEGORY: G TYPE: G CLASS: G1
NAME: GENERAL SHORT NAME:
FA FUND TYPE: G CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y
02-
FY: 97 FUND: 011 CATEGORY: G TYPE: G CLASS: G2
NAME: PROG STABILIZ SHORT NAME:
FA FUND TYPE: G CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y
03-
FY: 97 FUND: 012 CATEGORY: G TYPE: G CLASS: G2
NAME: TAX REDUCTION (INACTIVE) SHORT NAME:
FA FUND TYPE: CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y

TYPE This is the next field displayed in the *FUND* table. It also contains a one letter code representing a specific type.
Cross travel to the Fund Type Table,(*FTYP*) to find out what the code stands for. Remember the steps?!

1. **Press <*HOME*>**
2. **Type *X* in the *ACTION* field**
3. **Type *FTYP* in the SCREEN: field**
4. **Press <*ENTER*>**
5. **Press <*ENTER*> again at the *FUND TYPE TABLE* to fill in the screen**

FUND TABLE



```
ACTION: S  SCREEN: FTYP          M  M  A  R  S                08/01/96 10:03:56
     FUND TYPE TABLE
     KEY IS FUND TYPE
     FUND TYPE  FUND TYPE NAME                    SHORT NAME
     ---------  ------------------------------    ----------
01-      A      AGENCY                           AGENCY
02-      C      CAPITAL PROJECT                  CAPITAL PROJ
03-      D      DEBT SERVICE                     DEBT SERV
04-      E      ENTERPRISE                       ENTERPZ
05-      F      GENERAL FIXED ASSETS             GEN FX ASSET
06-      G      GENERAL                          GENERAL
07-      I      INTERNAL SERVICE                 INTERNAL SER
08-      L      GENERAL LONG-TERM OBLIGATIONS    GEN L-T OBL
09-      M      MISCELLANEOUS                    OTHER
10-      N      NON-EXPENDABLE TRUST             N-EXPEND TR
11-      P      PENSION TRUST                    PENS TRUST
12-      R      SPECIAL REVENUE                  SPEC REV
13-      S      SPECIAL ASSESSMENT               SPEC ASSES
14-      T      EXPENDABLE TRUST                 EXPEND TR
15-
16-
15-*L008 END OF FILE
```

TABLE: **FTYP**

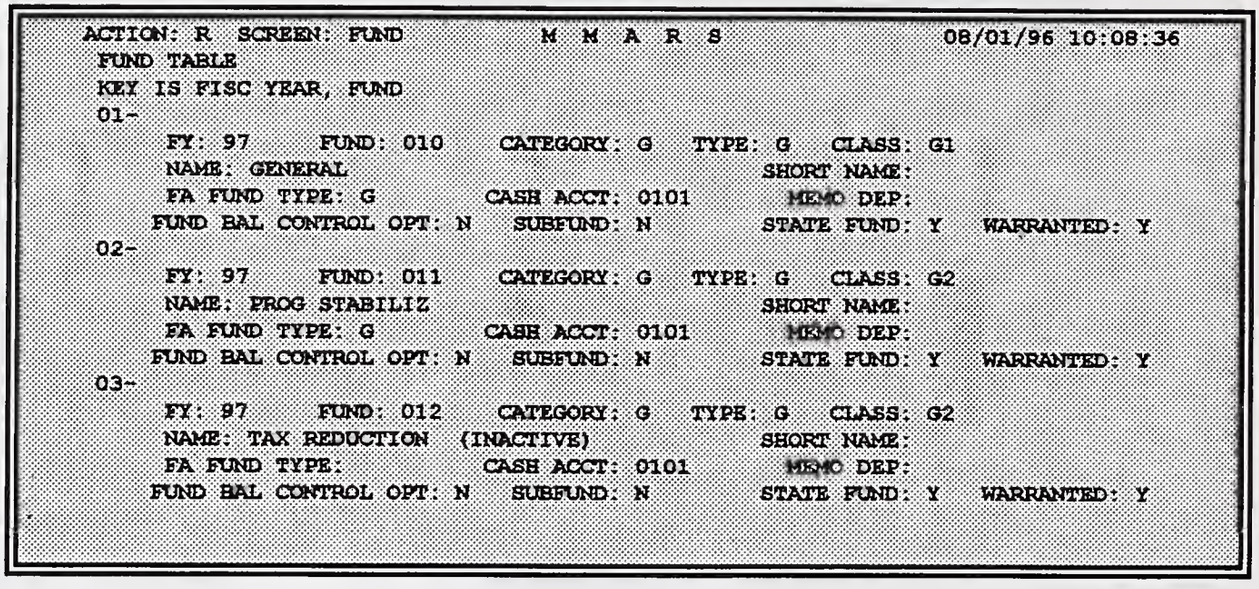
PURPOSE: This table contains the list of valid fund type codes. These fund types are predefined and cannot be changed by the user or by transaction processing.

MENU: The Fund Type Reference Table is listed under "*General Accounting*" in the *Tables and Inquiries Menu.*

Return to the ***FUND TABLE***. Remember the steps?!

1. **Press <*HOME*>**
2. **Type *X* in the *ACTION* field**
3. **Type *FUND* in the *SCREEN*: field**
4. **Press <*ENTER*>**
5. **Fill the KEY information and press <*ENTER*>**

FUND TABLE


ACTION: R SCREEN: FUND M M A R S 08/01/96 10:08:36
FUND TABLE
KEY IS FISC YEAR, FUND
01-
FY: 97 FUND: 010 CATEGORY: G TYPE: G CLASS: G1
NAME: GENERAL SHORT NAME:
FA FUND TYPE: G CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y
02-
FY: 97 FUND: 011 CATEGORY: G TYPE: G CLASS: G2
NAME: PROG STABILIZ SHORT NAME:
FA FUND TYPE: G CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y
03-
FY: 97 FUND: 012 CATEGORY: G TYPE: G CLASS: G2
NAME: TAX REDUCTION (INACTIVE) SHORT NAME:
FA FUND TYPE: CASH ACCT: 0101 MEMO DEP:
FUND BAL CONTROL OPT: N SUBFUND: N STATE FUND: Y WARRANTED: Y

CLASS Class is a two digit field which may contain letters and/or numbers. The *FCLS* table will display a list of the *FUND CLASS CODES* and the name each code stands for. For example, *G1 = General.*

NAME This field refers to the Class Code in the class field. The long and the short name of the fund class name is displayed here.

SKILL CHECK

Using the steps previously outlined for cross travel, go to the *FUND CLASS TABLE, (FCLS).*

Using the *KEY*, select information for the appropriate fields, and find out what the two digit code from the *FUND* table stands for.

Return to the *FUND* table.

FA FUND TYPE

The one letter code listed in this field comes from the *FUND TYPE TABLE*, listed on page 33.

CASH ACCT:

Behind the screen in the *MMARS* system, are ledger tables which are controlled by the Accounting Unit at the Comptrollers. The *CASH ACCT* field contains information which hits those ledgers. This field displays a four digit code. The Balance Sheet Account Table, (*BACC*), displays the meaning of the four digit code.

***CROSS TRAVEL* to the *BACC* Table.**

Once in the *BACC* screen, *TAB* to the *FY*,(fiscal year), column.

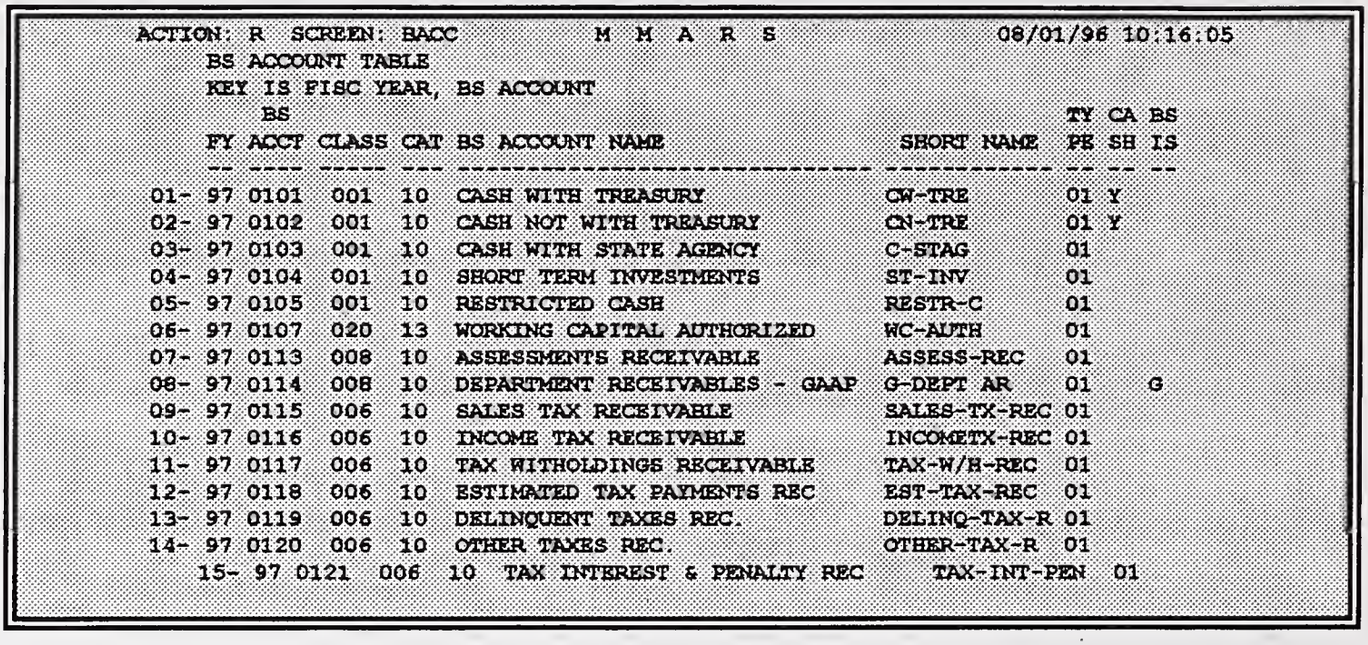
Type in the two digit fiscal year. The cursor will move to the Balance Sheet Account column, (*BS ACCT*).

Type in the four digit account number found on the *FUND TABLE*.

Press <*ENTER*> to fill in the information.

NOTE: This is not a table that your department will normally use. The information presented is for background understanding only.

BACC

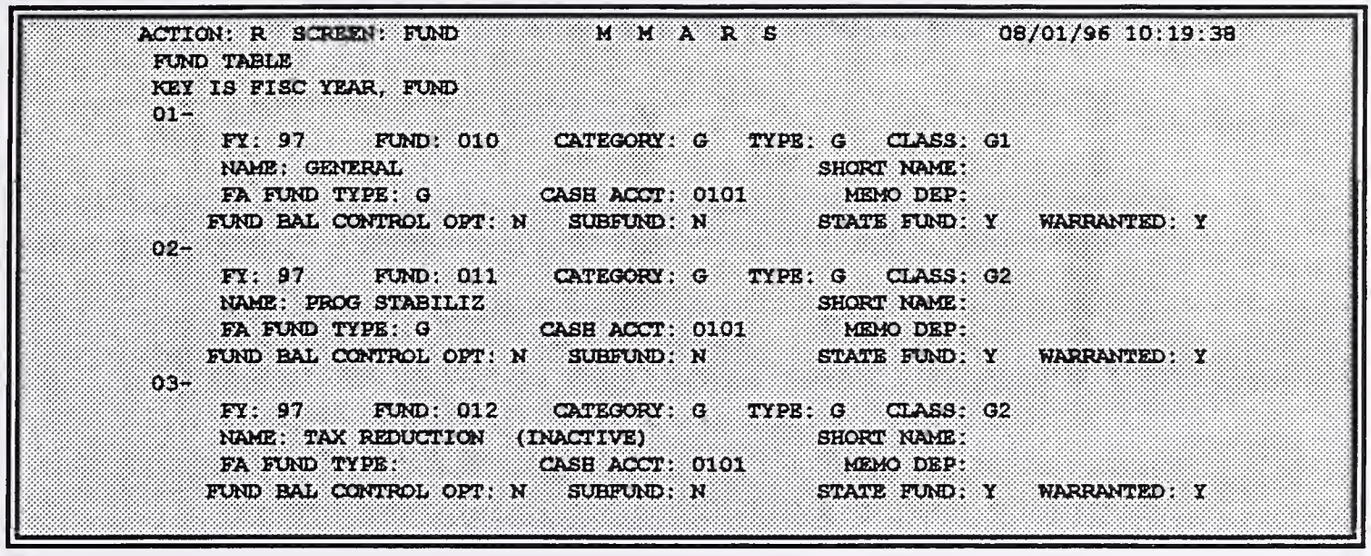


```
ACTION: R  SCREEN: BACC          M  M  A  R  S                08/01/96 10:16:05
     BS ACCOUNT TABLE
     KEY IS FISC YEAR, BS ACCOUNT
          BS                                                      TY CA BS
     FY ACCT CLASS CAT BS ACCOUNT NAME                SHORT NAME  PE SH IS
     -- ---- ----- --- ------------------------------ ---------- -- -- --
 01- 97 0101  001  10  CASH WITH TREASURY             CW-TRE      01 Y
 02- 97 0102  001  10  CASH NOT WITH TREASURY         CN-TRE      01 Y
 03- 97 0103  001  10  CASH WITH STATE AGENCY         C-STAG      01
 04- 97 0104  001  10  SHORT TERM INVESTMENTS        ST-INV      01
 05- 97 0105  001  10  RESTRICTED CASH              RESTR-C      01
 06- 97 0107  020  13  WORKING CAPITAL AUTHORIZED    WC-AUTH      01
 07- 97 0113  008  10  ASSESSMENTS RECEIVABLE       ASSESS-REC   01
 08- 97 0114  008  10  DEPARTMENT RECEIVABLES - GAAP G-DEPT AR    01    G
 09- 97 0115  006  10  SALES TAX RECEIVABLE         SALES-TX-REC 01
 10- 97 0116  006  10  INCOME TAX RECEIVABLE        INCOMETX-REC 01
 11- 97 0117  006  10  TAX WITHOLDINGS RECEIVABLE   TAX-W/H-REC  01
 12- 97 0118  006  10  ESTIMATED TAX PAYMENTS REC   EST-TAX-REC  01
 13- 97 0119  006  10  DELINQUENT TAXES REC.        DELINQ-TAX-R 01
 14- 97 0120  006  10  OTHER TAXES REC.             OTHER-TAX-R  01
    15- 97 0121  006  10  TAX INTEREST & PENALTY REC     TAX-INT-PEN  01
```

Cross Travel back to the **FUND** Table.

Fill in the Key information and press **<ENTER>.**

FUND TABLE



```
ACTION: R  SCREEN: FUND          M  M  A  R  S                08/01/96 10:19:38
 FUND TABLE
 KEY IS FISC YEAR, FUND
 01-
      FY: 97     FUND: 010    CATEGORY: G   TYPE: G   CLASS: G1
      NAME: GENERAL                          SHORT NAME:
      FA FUND TYPE: G        CASH ACCT: 0101      MEMO DEP:
     FUND BAL CONTROL OPT: N   SUBFUND: N        STATE FUND: Y   WARRANTED: Y
 02-
      FY: 97     FUND: 011    CATEGORY: G   TYPE: G   CLASS: G2
      NAME: PROG STABILIZ                    SHORT NAME:
      FA FUND TYPE: G        CASH ACCT: 0101      MEMO DEP:
     FUND BAL CONTROL OPT: N   SUBFUND: N        STATE FUND: Y   WARRANTED: Y
 03-
      FY: 97     FUND: 012    CATEGORY: G   TYPE: G   CLASS: G2
      NAME: TAX REDUCTION  (INACTIVE)        SHORT NAME:
      FA FUND TYPE:          CASH ACCT: 0101      MEMO DEP:
     FUND BAL CONTROL OPT: N   SUBFUND: N        STATE FUND: Y   WARRANTED: Y
```

MEMO DEP.

This field is not in use.

Note:

The last three columns are control options which affect how accounting transactions are handled within the MMARS system.

FUND BAL CONTROL OPT:

This field refers to spending controls. Unless there is a very unusual circumstance, this field will have an **N**, for no in it. Funds will not be allowed to go deficient.

SUBFUND: This field will be empty unless there is a subfund attached to the fund. In this case, a **Y**, for yes will appear.

STATE FUND:

This field identifies if the fund is a State fund or not. It will contain a **N**, for no, or a **Y**, for yes.

We have seen that MMARS is a menu driven system. We have also learned to **Cross Travel** by utilizing the **ACTION** and **SCREEN** fields located in the upper left of all MMARS files and tables.

Now let's learn to back out of a MMARS file or table, and return to the MMARS Main Menu. There are two ways to back up.

PF3/ALT3

This key allows us to back up one logical screen at a time. We accessed the FUND Table through a series of three sets of menus. This key will allow us to back out in reverse menu order.

Background on Program Function Keys

Some terminals have keys which are labeled **PF** (Program Function)1-24. Other terminals do not. These terminals have had their keyboards programmed so that the same results can be achieved by pressing a combination of other keys.

The personal computers in the Comptroller's Training room have had other keys programmed as **PF** keys. The same results as pressing a **PF** key can be achieved by holding down an **ALT** key (located on either side of the space bar), and while the **ALT** key is pressed, also press a number key (using the numbers at the top of the keyboard). We can back up one logical screen by pressing **PF3** or **ALT3**. Let's try...

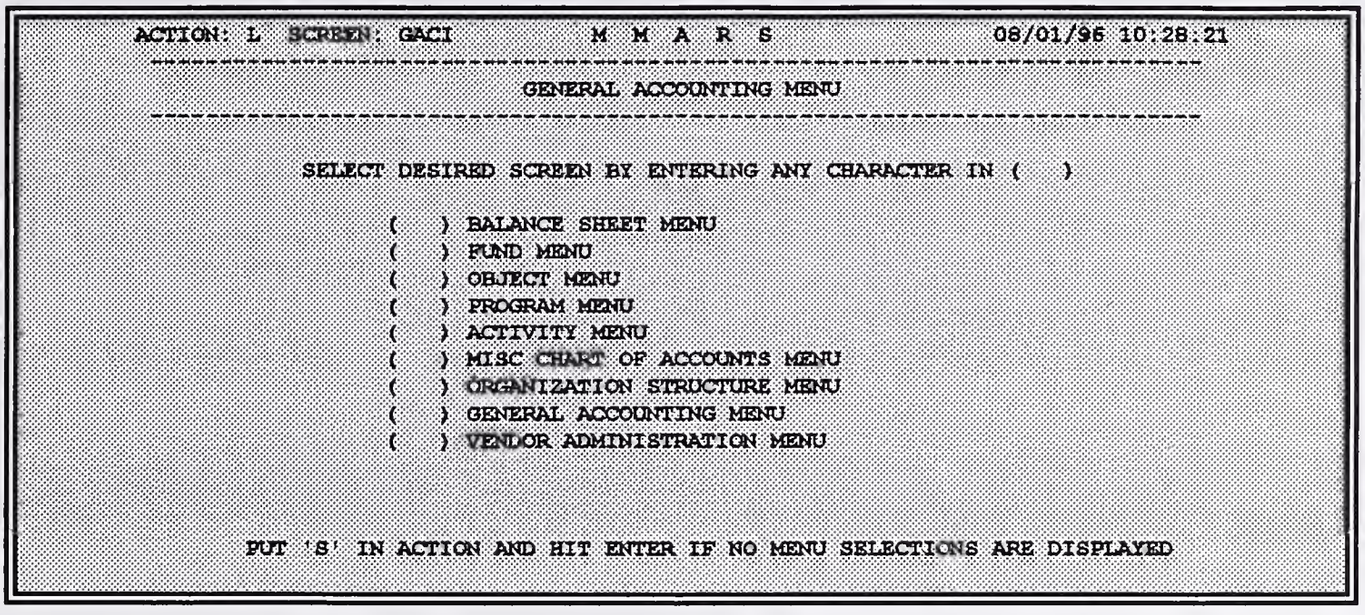
Press **PF3/ALT3**

FUND TABLE

```
ACTION: L  SCREEN: FUTI          M  M  A  R  S                08/01/96 10:23:55
-------------------------------------------------------------------------------
                                FUND MENU
-------------------------------------------------------------------------------

          SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

                (   ) FUND                    (FUND)
                (   ) FUND CATEGORY           (FCAT)
                (   ) FUND CLASS              (FCLS)
                (   ) FUND DEPARTMENT         (FDEP)
                (   ) FUND TYPE               (FTYP)
                (   ) FUNDING SOURCE          (FSRC)




       PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

The screen in front of you should now be the FUND MENU. Notice that **<ENTER>** is not used after striking a PF key. The program function key will create the action on it's own.

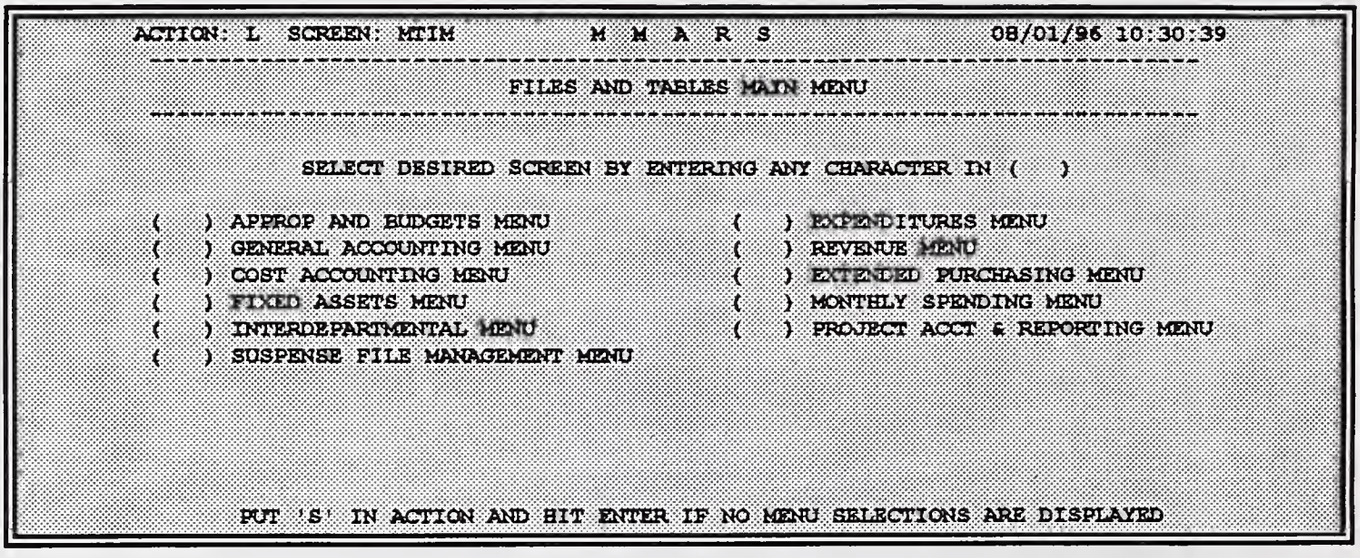
Press **PF3/ALT3** again.


ACTION: L SCREEN: GACI M M A R S 08/01/96 10:28:21
GENERAL ACCOUNTING MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) BALANCE SHEET MENU
( ) FUND MENU
( ) OBJECT MENU
( ) PROGRAM MENU
( ) ACTIVITY MENU
( ) MISC CHART OF ACCOUNTS MENU
( ) ORGANIZATION STRUCTURE MENU
( ) GENERAL ACCOUNTING MENU
( ) VENDOR ADMINISTRATION MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

You should now be at the GENERAL ACCOUNTING MENU.

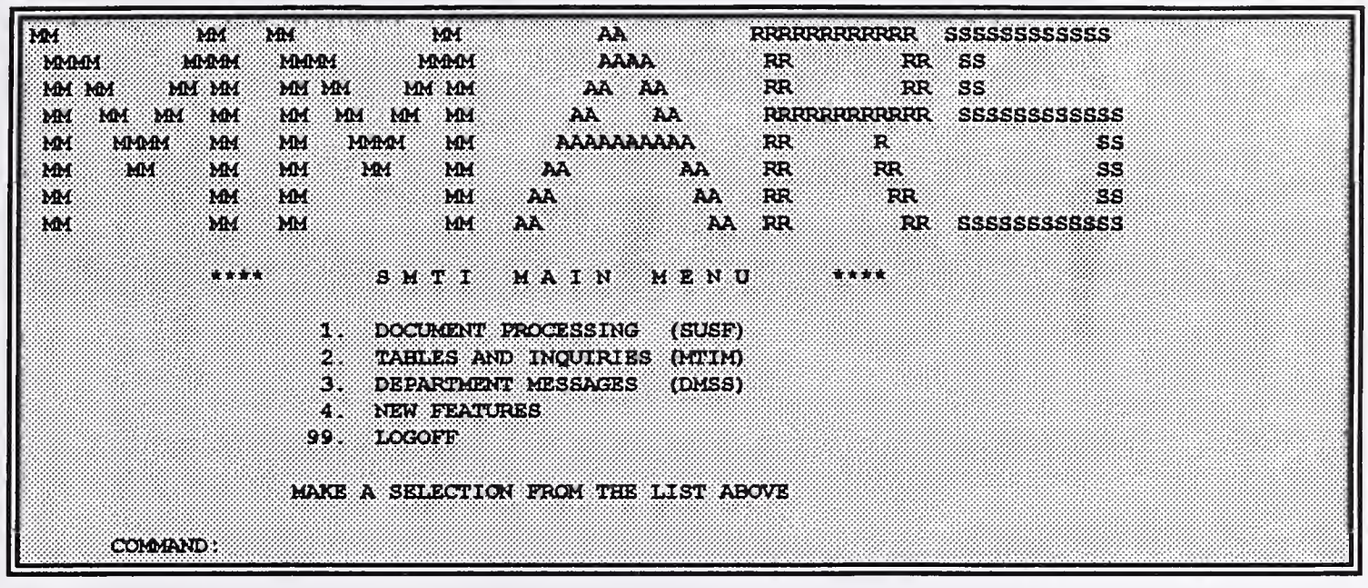
Press **PF3/ALT3** again.

FILES AND TABLES MENU


ACTION: L SCREEN: MTIM M M A R S 08/01/96 10:30:39
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

You should now be at the **FILES AND TABLES MENU**.

Press **PF4/ALT4** once more.


MM MM MM MM AA RRRRRRRRRRR SSSSSSSSSSS
MMMM MMMM MMMM MMMM AAAA RR RR SS
MM MM MM MM MM MM MM MM AA AA RR RR SS
MM MM MM MM MM MM MM MM AA AA RRRRRRRRRRR SSSSSSSSSSS
MM MMMM MM MM MMMM MM AAAAAAAAAA RR R SS
MM MM MM MM MM MM AA AA RR RR SS
MM MM MM MM AA AA RR RR SS
MM MM MM MM AA AA RR RR SSSSSSSSSSS
**** S M T I M A I N M E N U ****
1. DOCUMENT PROCESSING (SUSF)
2. TABLES AND INQUIRIES (MTIM)
3. DEPARTMENT MESSAGES (DMSS)
4. NEW FEATURES
99. LOGOFF
MAKE A SELECTION FROM THE LIST ABOVE
COMMAND:

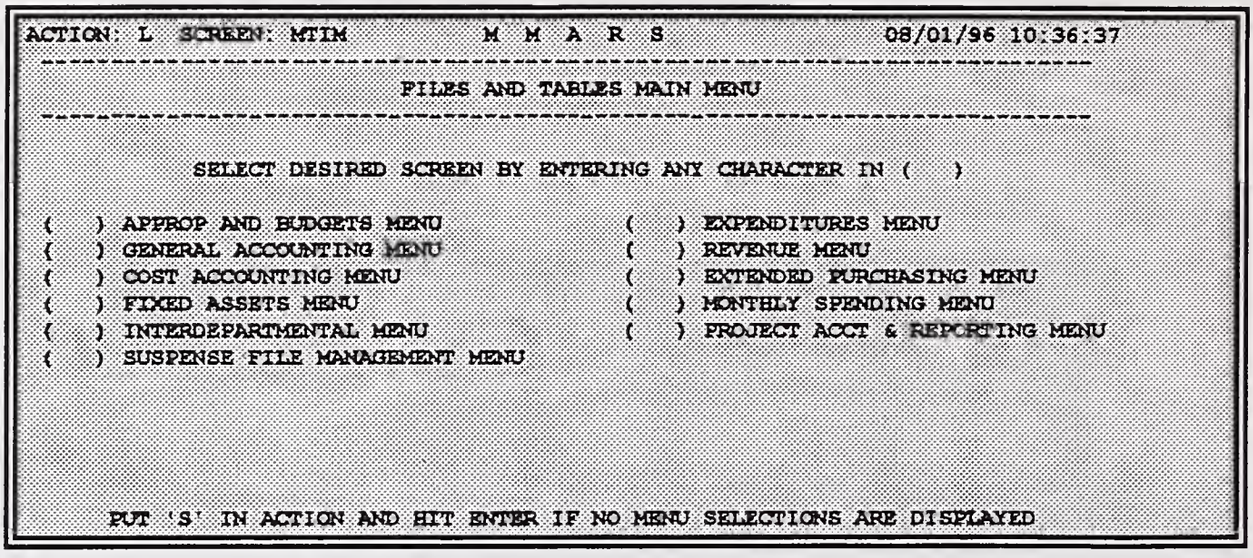
This should back you out to the MMARS MAIN MENU.

Now let's go back into the FUND Table using **Cross Travel**. Notice, your USER ID is still entered at the MMARS MAIN MENU. The cursor should be blinking at the;

AND MAKE A SELECTION FROM THE LIST BELOW field.

Type in *2*

Press <*ENTER*>


ACTION: L SCREEN: MTIM M M A R S 08/01/96 10:36:37
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

You are now at the FILES AND TABLES MENU. Notice the ACTION and SCREEN fields in the upper left. Now you can **Cross Travel.**

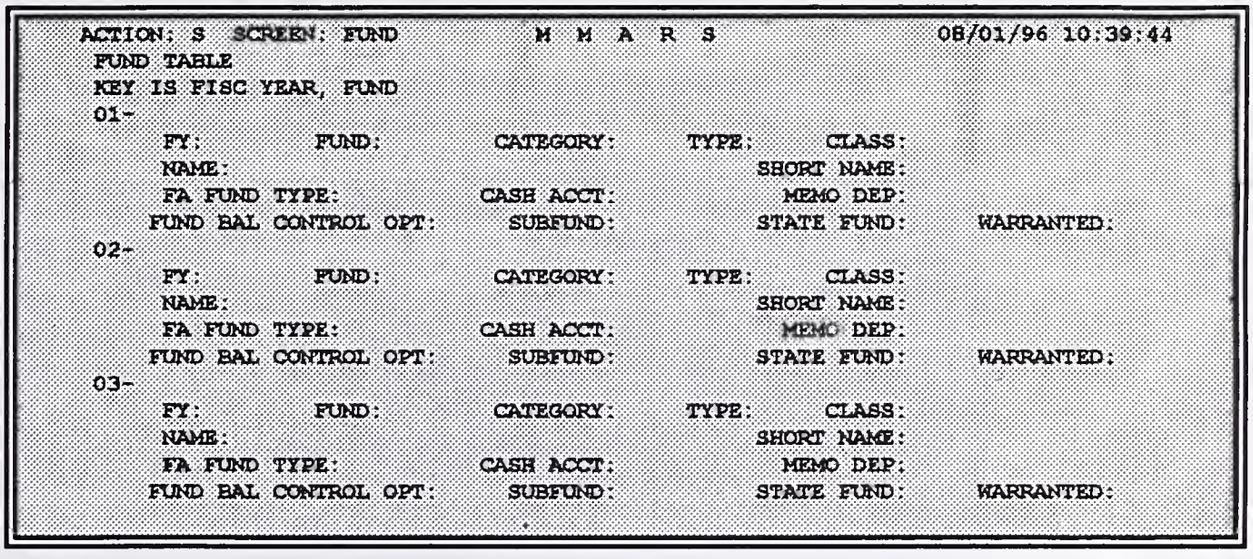
Press the **HOME** key

Type **X** in the ACTION field

Type **FUND** in the SCREEN field

Press **<ENTER>**

FUND TABLE


ACTION: S SCREEN: FUND M M A R S 08/01/96 10:39:44
FUND TABLE
KEY IS FISC YEAR, FUND
01-
FY: FUND: CATEGORY: TYPE: CLASS:
NAME: SHORT NAME:
FA FUND TYPE: CASH ACCT: MEMO DEP:
FUND BAL CONTROL OPT: SUBFUND: STATE FUND: WARRANTED:
02-
FY: FUND: CATEGORY: TYPE: CLASS:
NAME: SHORT NAME:
FA FUND TYPE: CASH ACCT: MEMO DEP:
FUND BAL CONTROL OPT: SUBFUND: STATE FUND: WARRANTED:
03-
FY: FUND: CATEGORY: TYPE: CLASS:
NAME: SHORT NAME:
FA FUND TYPE: CASH ACCT: MEMO DEP:
FUND BAL CONTROL OPT: SUBFUND: STATE FUND: WARRANTED:

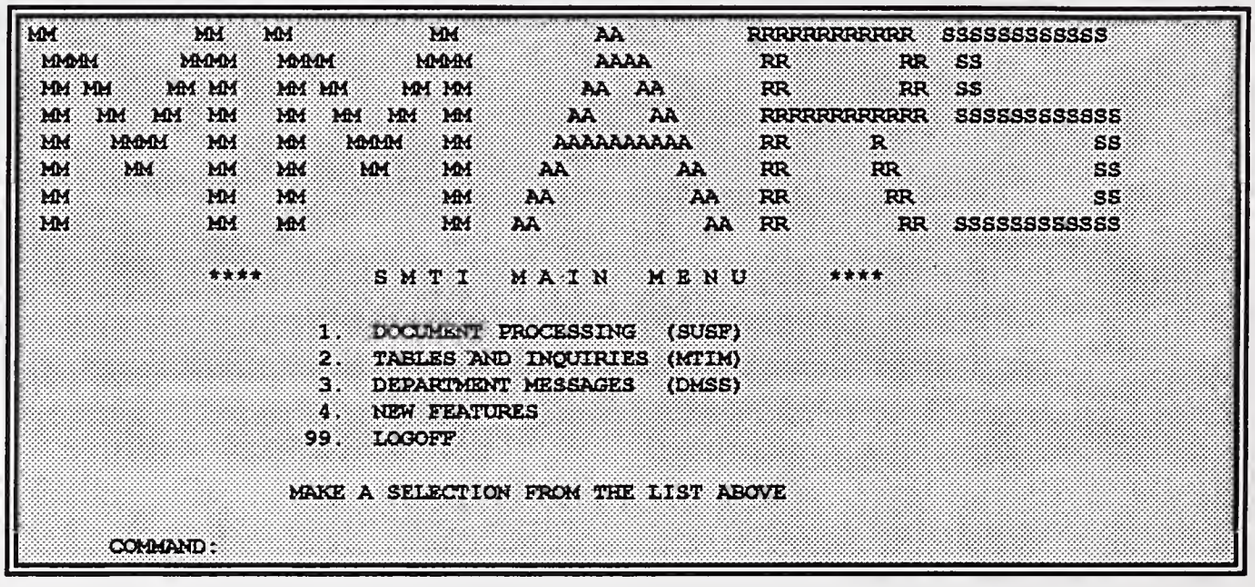
You should now be on the **FUND** Table.

PF4/ALT4

This key backs the system up to the MMARS MAIN MENU. It is faster than backing out one menu at a time.

Press **PF4/ALT4**

MMARS TABLE


MM MM MM MM AA RRRRRRRRRRRR SSSSSSSSSSS
MMM MMM MMM MMM AAAA RR RR SS
MM MM MM MM MM MM MM MM MM AA AA RR RR SS
MM MM MM MM MM MM MM MM AA AA RRRRRRRRRRRR SSSSSSSSSSS
MM MMM MM MM MMM MM AAAAAAAAAA RR R SS
MM MM MM MM MM MM AA AA RR RR SS
MM MM MM MM AA AA RR RR SS
MM MM MM MM AA AA RR RR SSSSSSSSSSS
**** S M T I M A I N M E N U ****
1. DOCUMENT PROCESSING (SUSF)
2. TABLES AND INQUIRIES (MTIM)
3. DEPARTMENT MESSAGES (DMSS)
4. NEW FEATURES
99. LOGOFF
MAKE A SELECTION FROM THE LIST ABOVE
COMMAND:

You should now be back at the MMARS Main Menu.

This concludes our travel through the FUND Table. Please log off if you are not continuing to the next lesson now.

Thank you.

MODULE 1
Lesson 2
Topic 2

DEPARTMENT TABLE (DEPT)

In This Lesson You Will Learn To: Navigate the Department Table and understand the fields.

PURPOSE OF THE DEPARTMENT REFERENCE TABLE

Departments are the second highest level of governmental organization used in MMARS. This table defines valid department codes and specifies the department manager's name.

The Department Reference Table is listed under "Organization Structure" in the Tables and Inquiries Menu.

UPDATE

The Department Reference Table is maintained by the Office of the State Comptoller. Information on The Department Reference Table will be rolled from one fiscal year to the next fiscal year. All Departments listed on the Department Reference Table **MUST** be legislated in the General Appropriations Act.

NAVIGATION:

Keys covered: F9

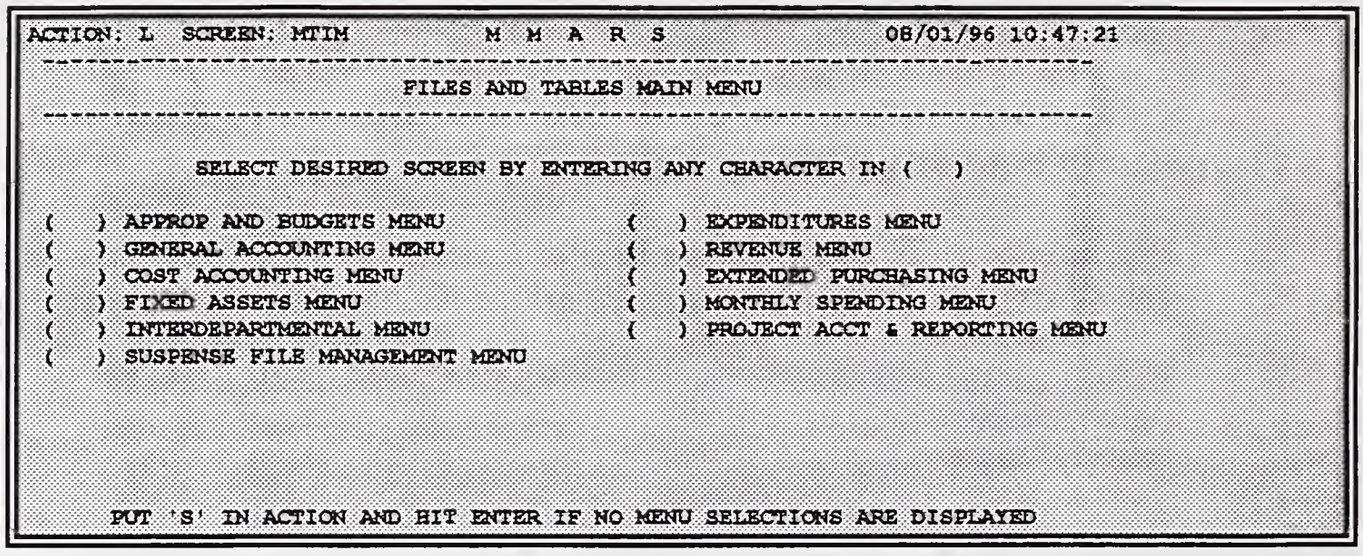
. NAVIGATING THE DEPARTMENT TABLE

Please log back into the MMARS Main Menu if you logged off after the last lesson. Cross travel to the DEPARTMENT TABLE if you are already in MMARS.

The **DEPARTMENT TABLE** is accessed through the Tables and Inquiries selection of the MMARS MAIN MENU.

Type in selection **2** from the MMARS MAIN MENU

Press **<ENTER>**


ACTION: L SCREEN: MTIM M M A R S 08/01/96 10:47:21
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

This will lead to the MMARS FILES AND TABLES MENU.

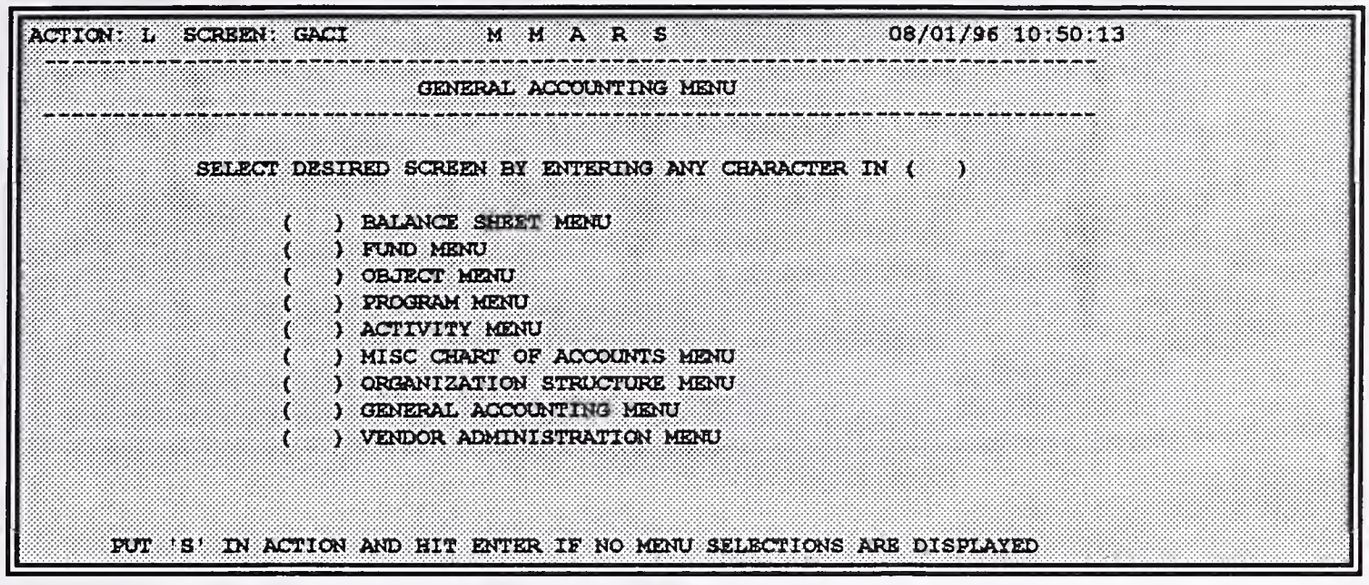
Select the GENERAL ACCOUNTING listing.

Press F9 until the cursor is in the correct listing.

Type in any character.

Press <ENTER>

GENERAL ACCOUNTING MENU


ACTION: L SCREEN: GACI M M A R S 08/01/96 10:50:13
GENERAL ACCOUNTING MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) BALANCE SHEET MENU
( ) FUND MENU
( ) OBJECT MENU
( ) PROGRAM MENU
( ) ACTIVITY MENU
( ) MISC CHART OF ACCOUNTS MENU
( ) ORGANIZATION STRUCTURE MENU
( ) GENERAL ACCOUNTING MENU
( ) VENDOR ADMINISTRATION MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

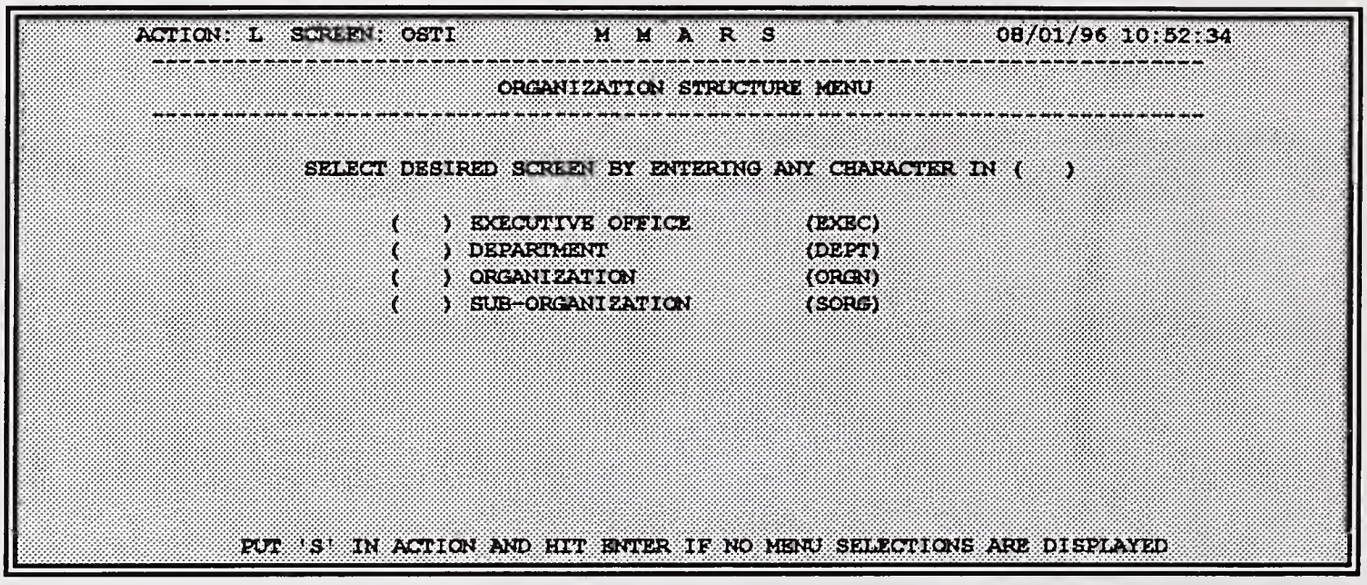
From the GENERAL ACCOUNTING MENU, narrow the selection to the ORGANIZATIONAL STRUCTURE MENU.

Press F9 to move cursor into parenthesis beside your selection

Type in any character

Press <ENTER>

ORGANIZATION STRUCTURE MENU


ACTION: L SCREEN: OSTI M M A R S 08/01/96 10:52:34
ORGANIZATION STRUCTURE MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) EXECUTIVE OFFICE (EXEC)
( ) DEPARTMENT (DEPT)
( ) ORGANIZATION (ORGN)
( ) SUB-ORGANIZATION (SORG)
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

From the ORGANIZATIONAL STRUCTURE MENU, let's Cross Travel to the DEPT screen. Cross Travel will bring us to an empty screen with an S in the ACTION. This saves us the time of having to eliminate old information which would otherwise appear on the screen.

Your cursor should be blinking at the ACTION field. If it is not,

Press HOME and move it there.

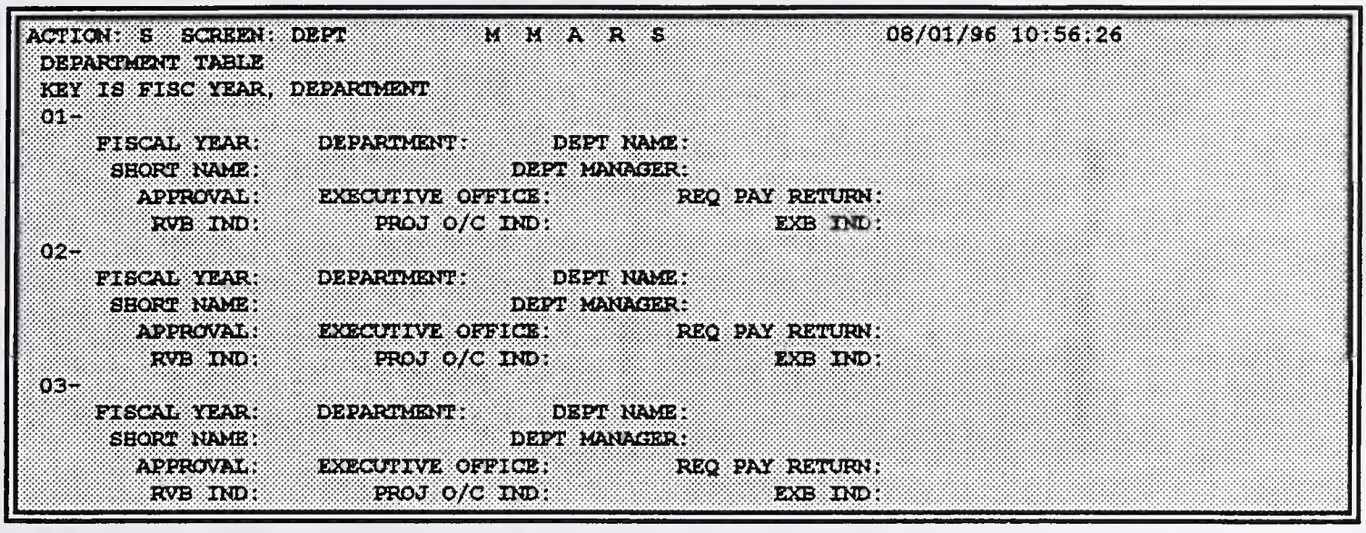
Type X in the ACTION field.

The cursor will move to the SCREEN field.

Type DEPT and

Press <ENTER>.

DEPARTMENT TABLE


ACTION: S SCREEN: DEPT M M A R S 08/01/96 10:56:26
DEPARTMENT TABLE
KEY IS FISC YEAR, DEPARTMENT
01-
FISCAL YEAR: DEPARTMENT: DEPT NAME:
SHORT NAME: DEPT MANAGER:
APPROVAL: EXECUTIVE OFFICE: REQ PAY RETURN:
RVB IND: PROJ O/C IND: EXB IND:
02-
FISCAL YEAR: DEPARTMENT: DEPT NAME:
SHORT NAME: DEPT MANAGER:
APPROVAL: EXECUTIVE OFFICE: REQ PAY RETURN:
RVB IND: PROJ O/C IND: EXB IND:
03-
FISCAL YEAR: DEPARTMENT: DEPT NAME:
SHORT NAME: DEPT MANAGER:
APPROVAL: EXECUTIVE OFFICE: REQ PAY RETURN:
RVB IND: PROJ O/C IND: EXB IND:

Notice the ACTION and SCREEN fields at the upper left-hand corner of your screen. There should be an **S**, for select in the ACTION field. This tells us that the computer needs us to enter the information the KEY asks for before information will be displayed for us.

The KEY tells us that we need to select the Fiscal Year we wish to view, and the three letter Department code.

Use your **TAB** key to move **into the Fiscal Year field**

Type in the current fiscal year

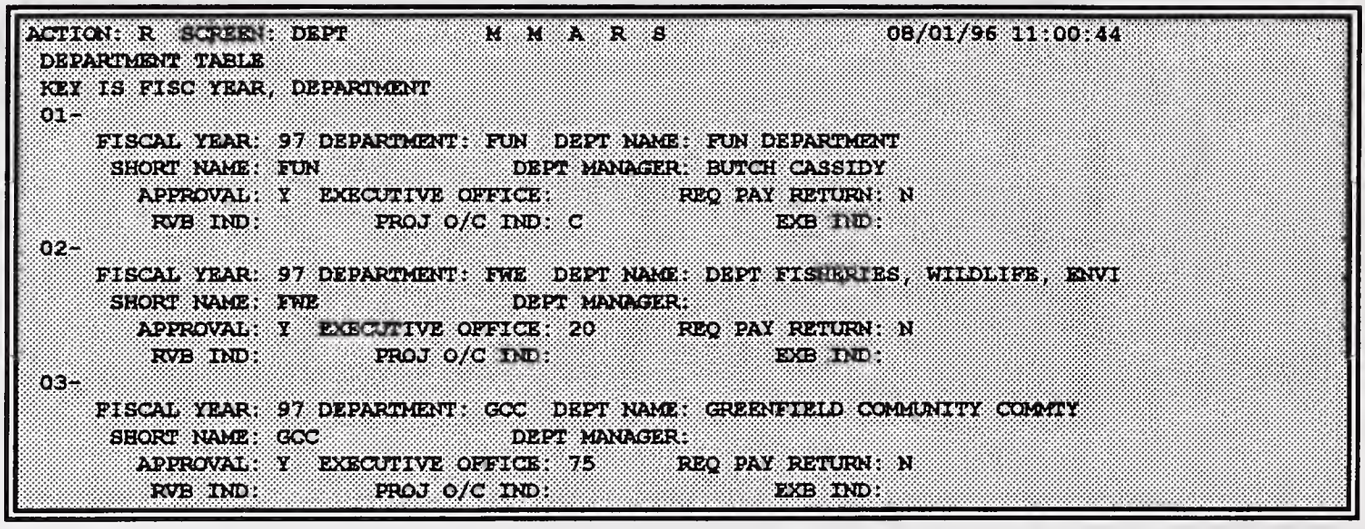
The cursor will move to the **DEPT** field,

Type in the three letter code of the Department you wish to view.

Once the KEY fields have been filled,

Press <ENTER>

DEPARTMENT TABLE


ACTION: R SCREEN: DEPT M M A R S 08/01/96 11:00:44
DEPARTMENT TABLE
KEY IS FISC YEAR, DEPARTMENT
01-
FISCAL YEAR: 97 DEPARTMENT: FUN DEPT NAME: FUN DEPARTMENT
SHORT NAME: FUN DEPT MANAGER: BUTCH CASSIDY
APPROVAL: Y EXECUTIVE OFFICE: REQ PAY RETURN: N
RVB IND: PROJ O/C IND: C EXB IND:
02-
FISCAL YEAR: 97 DEPARTMENT: FWE DEPT NAME: DEPT FISHERIES, WILDLIFE, ENVI
SHORT NAME: FWE DEPT MANAGER:
APPROVAL: Y EXECUTIVE OFFICE: 20 REQ PAY RETURN: N
RVB IND: PROJ O/C IND: EXB IND:
03-
FISCAL YEAR: 97 DEPARTMENT: GCC DEPT NAME: GREENFIELD COMMUNITY COMMTY
SHORT NAME: GCC DEPT MANAGER:
APPROVAL: Y EXECUTIVE OFFICE: 75 REQ PAY RETURN: N
RVB IND: PROJ O/C IND: EXB IND:

The screen will display the information for the department and fiscal you have requested. It will also show you the next two departments which alphabetically follow the one you choose. There will always be three departments at a time displayed on this screen.

DEPT NAME: This field displays the long name of the department.

SHORT NAME: This field displays the short name of the department. It may be a repeat of the department's three letter code.

DEPT MANAGER: This field is available to list the department manager. It is almost always empty.

APPROVAL: This field has a **Y** for YES if the three letter department code selected is an accepted department within the General Appropriations Act.

EXECUTIVE OFFICE: This field displays a two digit code which represents the Secretariat that the department belongs to. (see "Department Listing By Secretariat" in the Appendix of this tutorial.)

RF CUST/VEND FLAG: Revenue Refund Customer Vendor Flag can have one of three letters listed in the field:

C = Customer
V = Vendor
B = Both

RVB IND: Not in use at this time.

PROJ O/C IND: Not in use at this time.

EXB IND: Not in use at this time.

Before we leave this table, let's learn another FUNCTION key. This one will help you move around in screen faster.

F9

This key will always start a new line for you. It moves down the left-hand margin of the screen. It eliminates the need to TAB through every field on every line before you reach the field you want.

Let's try it! The cursor should be blinking in the ACTION area of your screen. If it isn't,

Press HOME and move it there.

Using your TAB key, move to the field called **PROJ O/C IND:**. Count how many times you need to press the TAB key to get there.

Now,

Press HOME, and send the cursor back to the ACTION field.

Let's navigate to the **PROJ O/C IND:** field again. This time use the **F9** to move to the field.

Press F9, until you reach the **PROJ O/C IND:** field.

Count how many times you need to strike the key until you reach it.

This method makes a significant savings in key strokes when we are moving in larger files, and in documents.

This concludes our travel through the **DEPARTMENT TABLE SCREEN**. Please log off if you are not continuing the next lesson now.

MODULE 1
Lesson 2
Topic 3

FUND DEPARTMENT REFERENCE TABLE (FDEP)

In This Lesson You Will Learn: How to read the Fund Department Table and understand the controls which have been set.

PURPOSE: This is one of the most important tables in MMARS. It defines all valid fund/department combinations in MMARS. It establishes budgetary and revenue controls for each fund/department combination. Each year, controls are set for the entire year. One fund may be listed several times, if more than one department can draw from it.

UPDATE: FDEP will be set up and maintained by the Comptroller's Department. Operating departments will review the proposed controls and, if desired, revise their fiscal controls annually.

MENU: The Fund/Department Reference Table is listed under "Chart of Accounts" in the General Accounting Menu of the Tables and Inquiries Menu.

NAVIGATION:

Actions Covered: N ("Nothing", to empty a screen)

NAVIGATING THE FUND DEPARTMENT TABLE

You may cross travel to the **FDEP** table if you did not leave the system after the last lesson.

Please log back into the MMARS Main Menu if you logged off after the last lesson.

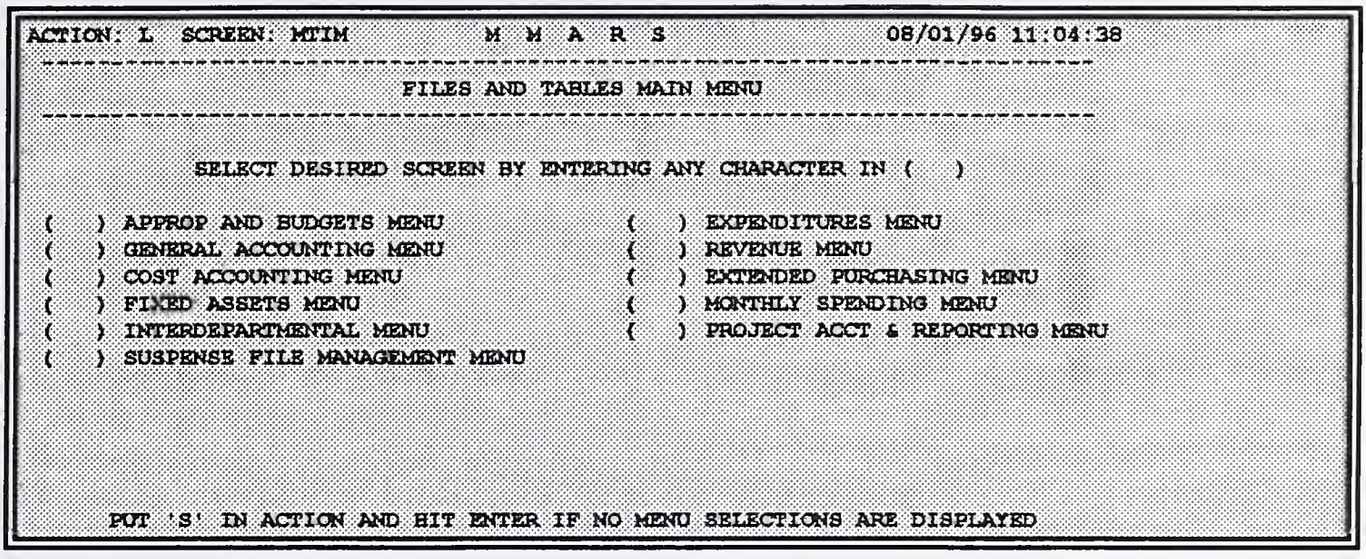
There are two ways to access the FUND DEPARTMENT TABLE (FDEP). You may **cross travel** directly to the table, or you may follow the menu route.

Cross travel must be done from a screen with an ACTION field in the upper left-hand corner of the screen. If you are at the MMARS Main Menu:

Select 2 for Tables and Inquiries and

press <ENTER>.

FILES AND TABLES MENU


ACTION: L SCREEN: MTIM M M A R S 08/01/96 11:04:38
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

This will bring you to a screen with the ACTION area visible in the upper left of the screen. The cursor should be blinking in the ACTION field. If it isn't,

Press <HOME>
and move it there.

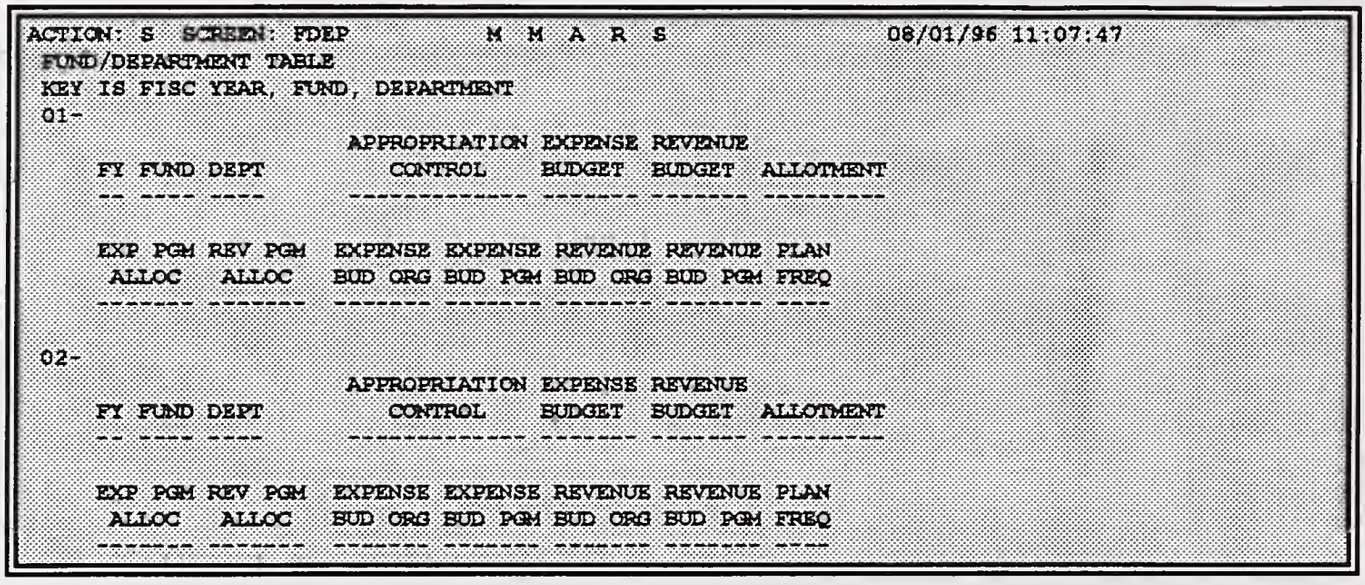
Type X in the action field.

The cursor will jump to the SCREEN field.

Type in the four letter screen name **FDEP** and

Press <ENTER>.

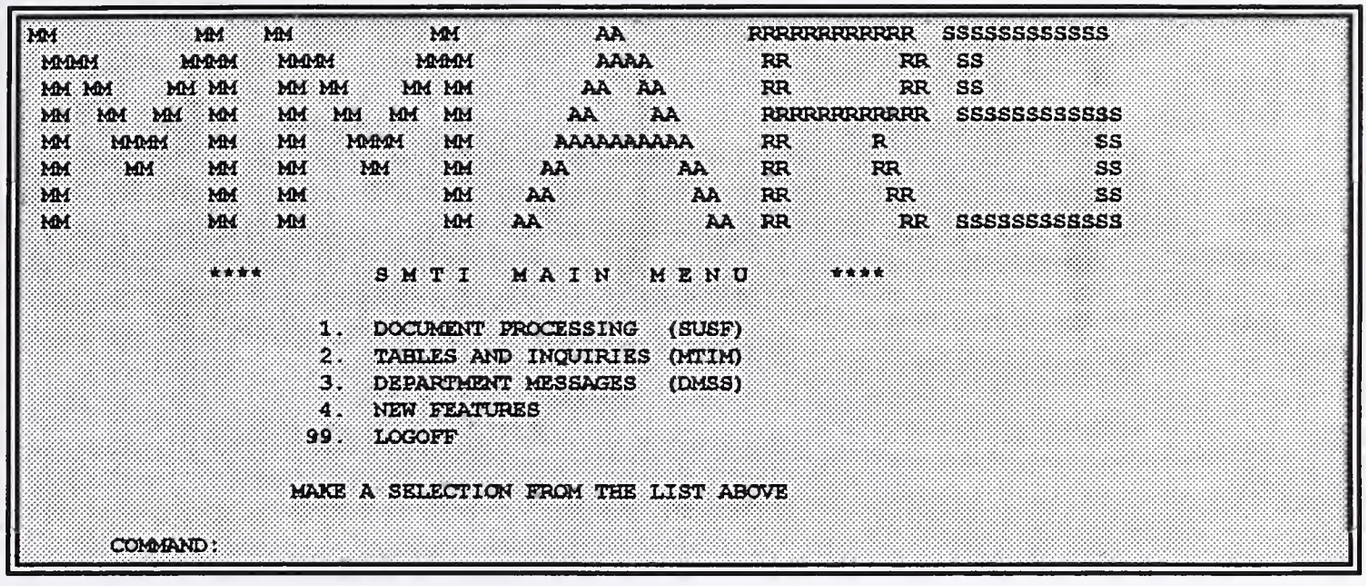
FUND DEPARTMENT TABLE



Accessing the **FUND DEPARTMENT TABLE** through the menu route requires that you begin at the MMARS Main Menu. If you are in another screen,

Press PF4/ALT4

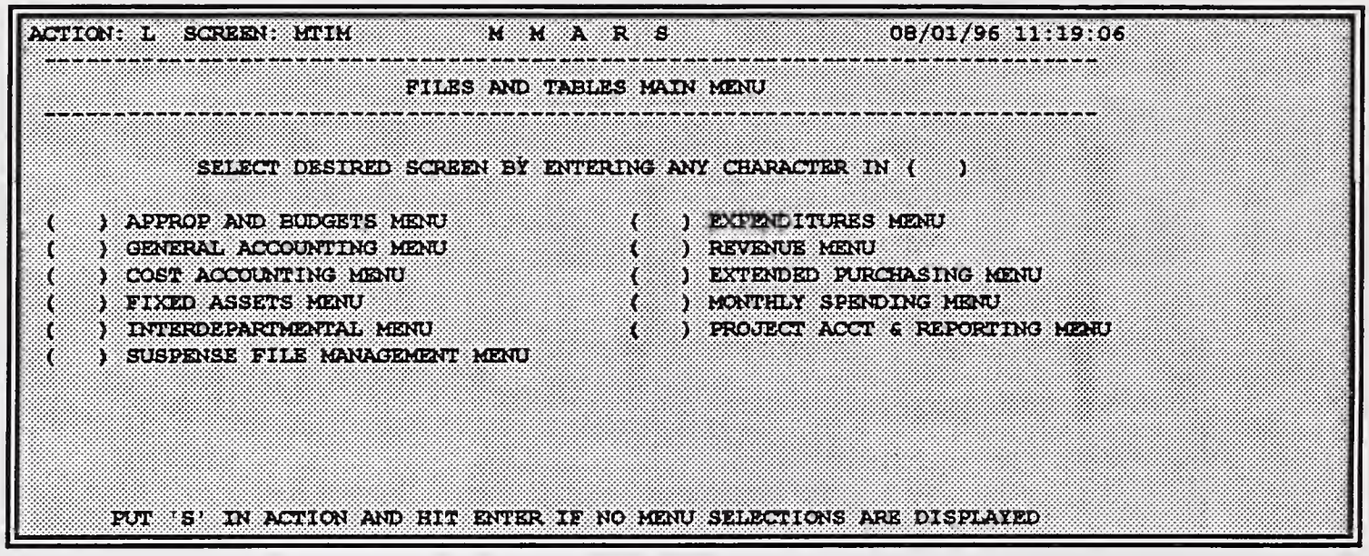
to return you to the MMARS Main Menu.


MM MM MM MM AA RRRRRRRRRRR SSSSSSSSSSS
MMMM MMMM MMMM MMMM AAAA RR RR SS
MM MM MM MM MM MM MM MM AA AA RR RR SS
MM MM MM MM MM MM MM MM AA AA RRRRRRRRRRR SSSSSSSSSSS
MM MMMM MM MM MMMM MM AAAAAAAAA RR R SS
MM MM MM MM MM MM AA AA RR RR SS
MM MM MM MM MM AA AA RR RR SS
MM MM MM MM AA AA RR RR SSSSSSSSSSS
**** S M T I M A I N M E N U ****
1. DOCUMENT PROCESSING (SUSF)
2. TABLES AND INQUIRIES (MTIM)
3. DEPARTMENT MESSAGES (DMSS)
4. NEW FEATURES
99. LOGOFF
MAKE A SELECTION FROM THE LIST ABOVE
COMMAND:

From the MMARS Main Menu,

Select **2**,
the Tables and Inquiries selection and

Press <ENTER>.

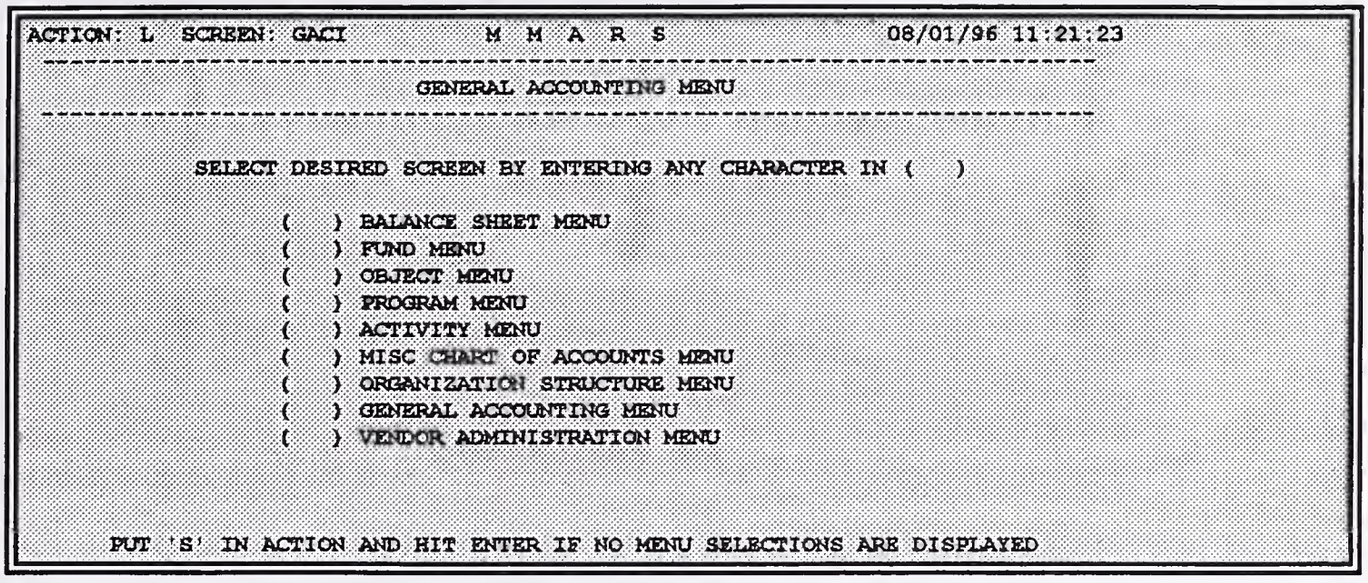

ACTION: L SCREEN: MTIM M M A R S 08/01/96 11:19:06
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

From the Files and Tables Menu,

Press F9 to move cursor to the General Accounting selection

Type any character in parenthesis

Press <ENTER>.

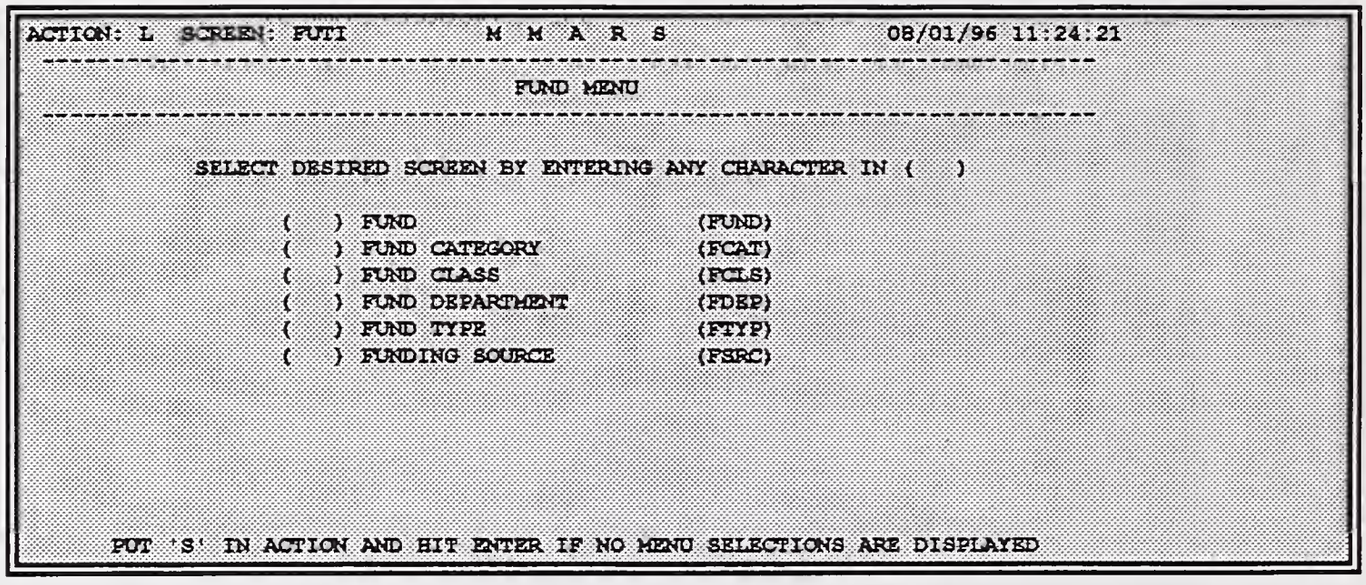

ACTION: L SCREEN: GACI M M A R S 08/01/96 11:21:23
GENERAL ACCOUNTING MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) BALANCE SHEET MENU
( ) FUND MENU
( ) OBJECT MENU
( ) PROGRAM MENU
( ) ACTIVITY MENU
( ) MISC CHART OF ACCOUNTS MENU
( ) ORGANIZATION STRUCTURE MENU
( ) GENERAL ACCOUNTING MENU
( ) VENDOR ADMINISTRATION MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

From the General Accounting Menu,

Press F9 to move the cursor into the Fund Menu selection

Type any character in the parenthesis and,

Press <ENTER>.


ACTION: L SCREEN: FUTI M M A R S 08/01/96 11:24:21
FUND MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) FUND (FUND)
( ) FUND CATEGORY (FCAT)
( ) FUND CLASS (FCLS)
( ) FUND DEPARTMENT (FDEP)
( ) FUND TYPE (FTYP)
( ) FUNDING SOURCE (FSRC)
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

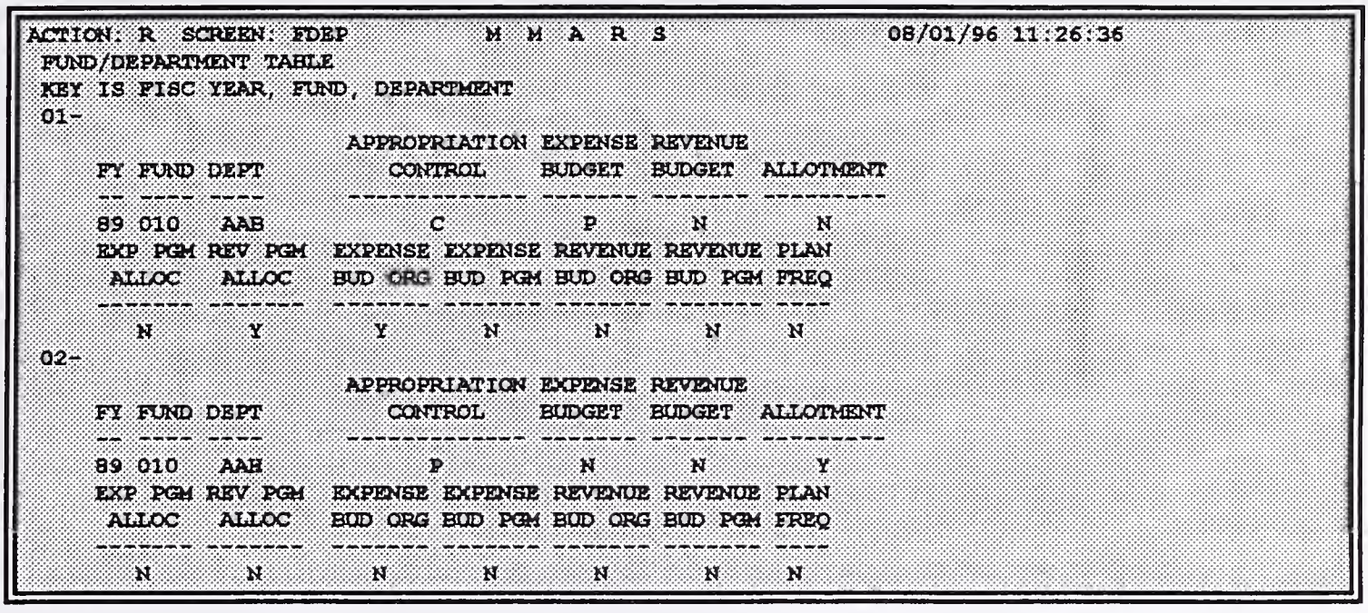
From the FUND Menu,

Press F9 until the cursor is in the FUND DEPARTMENT selection area,

Type any character within the parenthesis,

Press <ENTER>.

FUND/DEPT TABLE


ACTION: R SCREEN: FDEP M M A R S 08/01/96 11:26:36
FUND/DEPARTMENT TABLE
KEY IS FISC YEAR, FUND, DEPARTMENT
01-
FY FUND DEPT APPROPRIATION CONTROL EXPENSE BUDGET REVENUE BUDGET ALLOTMENT
89 010 AAB C P N N
EXP PGM ALLOC REV PGM ALLOC EXPENSE BUD ORG EXPENSE BUD PGM REVENUE BUD ORG REVENUE BUD PGM PLAN FREQ
N Y Y N N N N
02-
FY FUND DEPT APPROPRIATION CONTROL EXPENSE BUDGET REVENUE BUDGET ALLOTMENT
89 010 AAH P N N Y
EXP PGM ALLOC REV PGM ALLOC EXPENSE BUD ORG EXPENSE BUD PGM REVENUE BUD ORG REVENUE BUD PGM PLAN FREQ
N N N N N N N

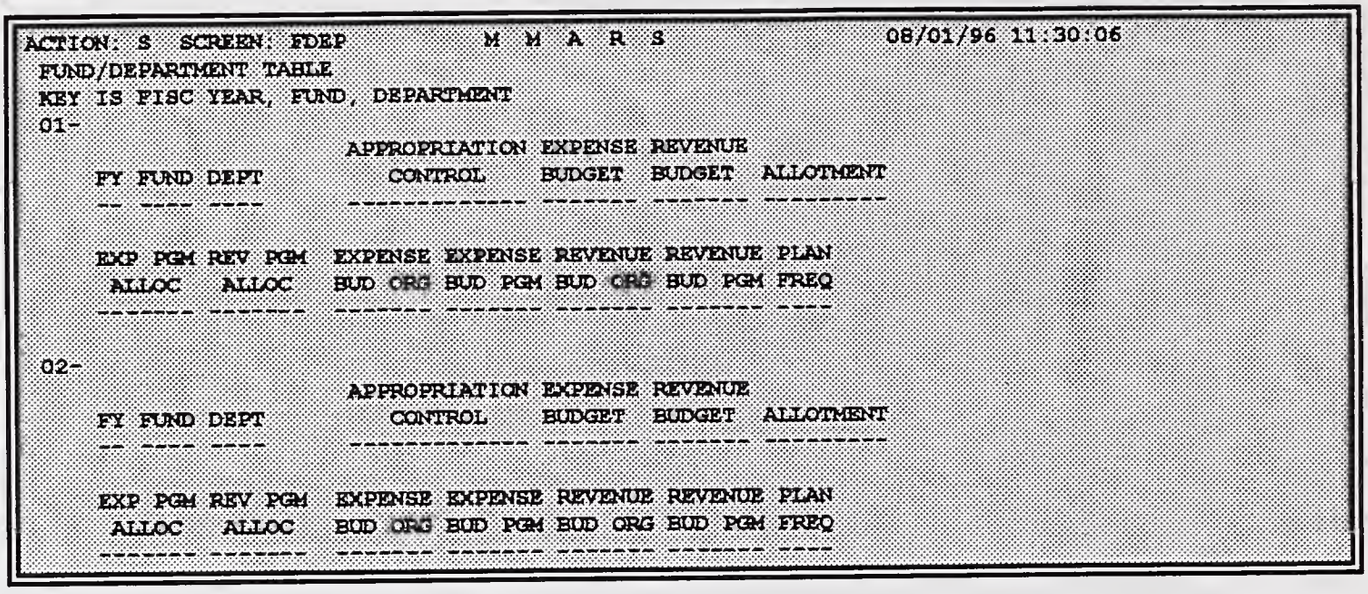
This will bring you into the **FUND DEPARTMENT TABLE**.

The ACTION in the upper left of the screen should be an **R** for refill. The screen will be filled with old information. To empty it, use the **N** ACTION.

Type N in the ACTION field and

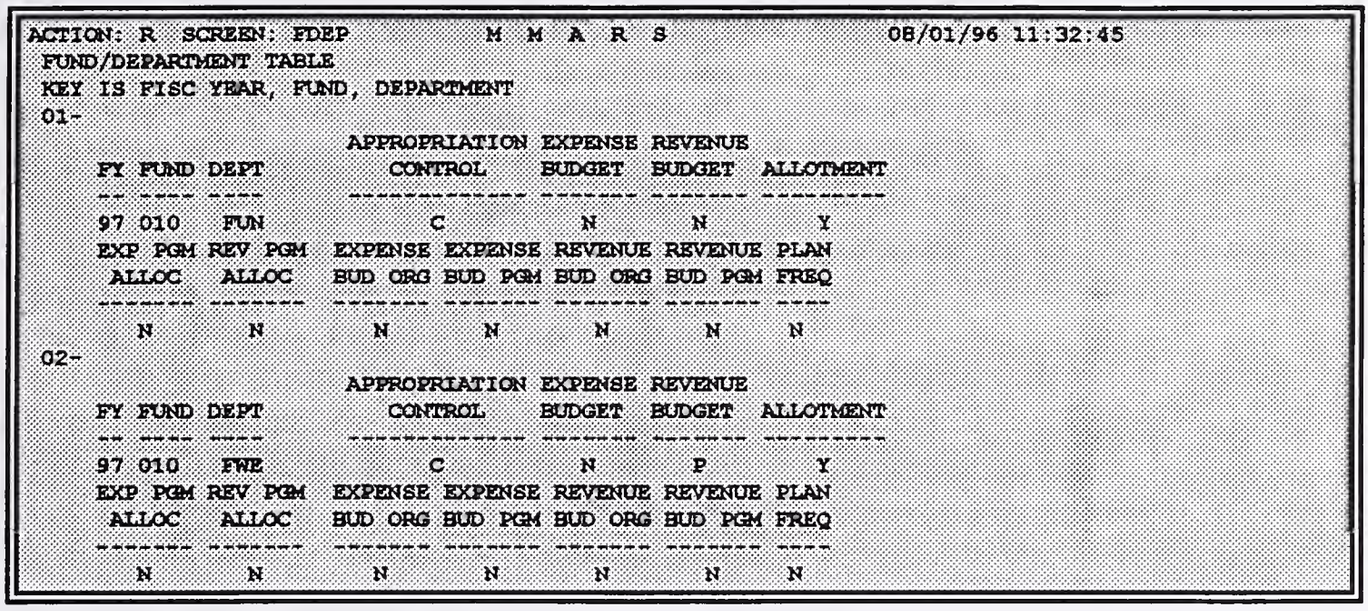
Press <ENTER>.

FUND/DEPT TABLE



The ACTION in the upper left of the screen should now be an **S** for select. Fill in the KEY information of **FY**(Fiscal Year), **FUND**, and **DEPT**. and

Press <ENTER>.



```
ACTION: R  SCREEN: FDEP          M  M  A  R  S                08/01/96 11:32:45
 FUND/DEPARTMENT TABLE
 KEY IS FISC YEAR, FUND, DEPARTMENT
 01-
                          APPROPRIATION EXPENSE REVENUE
     FY FUND DEPT           CONTROL     BUDGET  BUDGET  ALLOTMENT
     -- ---- ----          ------------ ------- ------- ---------
     97 010   FUN              C          N       N        Y
     EXP PGM REV PGM  EXPENSE EXPENSE REVENUE REVENUE PLAN
      ALLOC   ALLOC   BUD ORG BUD PGM BUD ORG BUD PGM FREQ
     ------- ------- ------- ------- ------- ------- ----
        N       N       N       N       N       N     N
 02-
                          APPROPRIATION EXPENSE REVENUE
     FY FUND DEPT           CONTROL     BUDGET  BUDGET  ALLOTMENT
     -- ---- ----          ------------ ------- ------- ---------
     97 010   FWE              C          N       P        Y
     EXP PGM REV PGM  EXPENSE EXPENSE REVENUE REVENUE PLAN
      ALLOC   ALLOC   BUD ORG BUD PGM BUD ORG BUD PGM FREQ
     ------- ------- ------- ------- ------- ------- ----
        N       N       N       N       N       N     N
```

The following fields of information will be filled in:

APPROPRIATION CONTROL OPTION: This option establishes the extent of control that appropriations are to exercise over obligations. Possible entries include:

C = Full Control	Total obligations charged against this appropriation cannot exceed the current obligation ceiling amount.
P = Presence Control	The appropriation must exist in the Appropriation Table, but the obligation ceiling amount may be exceeded.

EXPENSE BUDGET CONTROL This option establishes the extent of control that the expense budget is to exercise over obligations and expenditures.

C = Full Control	Total encumbrances and expenditures charged against the expense budget cannot exceed the current budgeted amount.
P = Presence Control	An expense budget line with the same codes as on the transaction must exist, but the current budgeted amount may be exceeded.
N = No Control	Expense budgets are optional and the current budgeted amount may be exceeded.

REVENUE BUDGET CONTROL: This option establishes whether the revenue budget is to exercise any control over the way in which revenue is posted.

P = Presence Control: A budget line with the same revenue account as on the revenue transaction must exist.

N = No Control Revenue Budget lines are not required. If a revenue budget line does not exist, the system will automatically create an unrestricted revenue budget line with zero budget amount.

ALLOTMENT CONTROL: This option determines whether or not expenditures are limited to the amount of the expenditure ceiling for each appropriation. Values: Y or N.

EXPENSE BUDGET PROGRAM ALLOCATION: This option is used when performing cost allocation across expense budget programs. This option is currently not in use. Values: Y or N.

REVENUE BUDGET: PROGRAM ALLOCATION: This option is used when performing cost allocation across revenue budget programs. This option is currently not in use. Values: Y or N.

EXPENSE BUDGET ORGANIZATION OPTION: This option determines whether organization codes are required on budgets and actuals.

Y = YES Organization codes are required on expense budgets and actuals recorded against the budget.

N = NO Organization codes are excluded on expense budgets and optional on actuals against the budget.

EXPENSE BUDGET PROGRAM OPTION: This option determines whether program codes are required on budgets and actuals.

Y = Yes Program codes are required on expense budgets and actuals recorded against the budget.

A Program codes are excluded on expense budgets but are required on actuals recorded against the budget.

N Program codes are excluded on expense budgets and optional on actuals recorded against the budget.

REVENUE BUDGET ORGANIZATION OPTIONS: This option determines whether organization codes are required on budgets and actuals.

Y Organization codes are required on revenue budgets and actuals recorded against the budget.

A Organization codes are excluded on revenue budgets but are required on actuals recorded against the budget.

N Organization codes are excluded on revenue budgets and optional on actuals recorded against the budget.

REVENUE BUDGET PROGRAM OPTION: This option determines whether program codes are required on budgets and actuals.

Y Program codes are required on revenue budgets and actuals recorded against the budget.

A Program codes are excluded on revenue budgets and required on actuals recorded against the budget.

N Program codes are excluded on revenue budgets and optional on actuals recorded against the budget.

PLAN FREQUENCY: Sets the plan frequency for the plans subsystem. Values:
M = Monthly
Q = Quarterly
Y = Yearly
N = NO

Before we leave this table, let's review the **N** ACTION. This one will help you remove un-invited information which may show up on the screen.

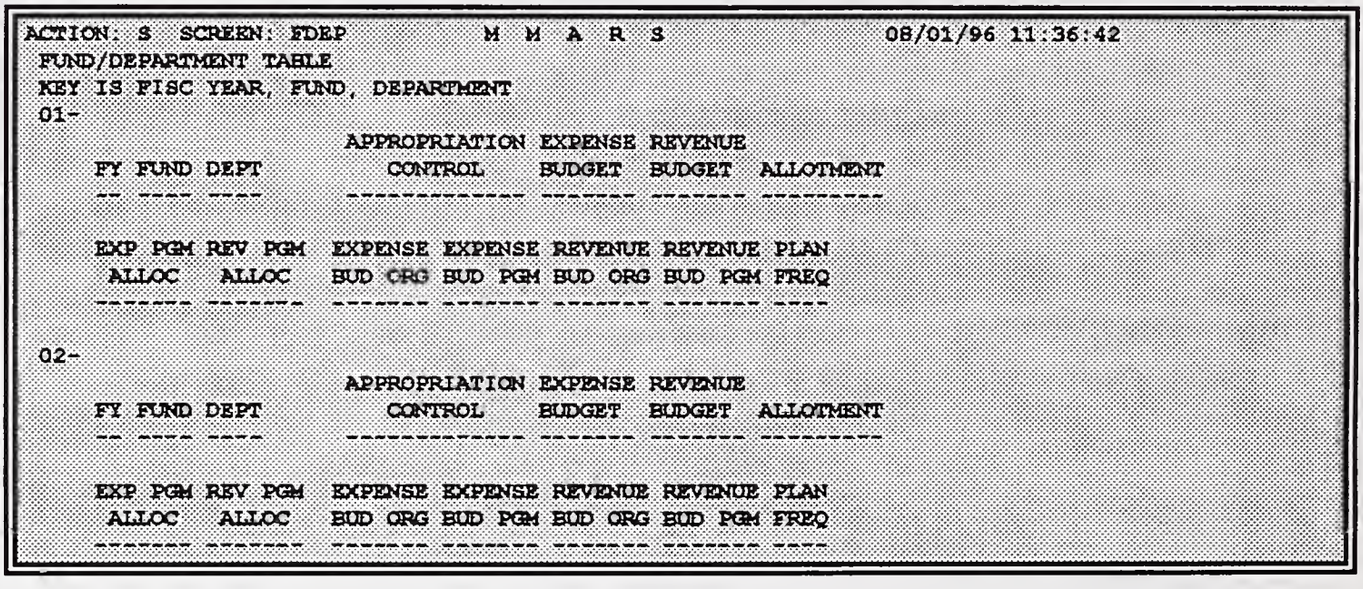
N

Cross traveling form one screen to another should lead you to an empty screen. There is normally an **S** in the ACTION area of the screen. The KEY fields are empty. Once in awhile, this is not the case. The screen you traveled into will be filled with information you never requested. The ACTION field will contain an **R** for refill.

The **N** Action allows us to empty the screen of unwanted information.

Type an **N** in the ACTION field.

Press <ENTER>.


ACTION: S SCREEN: FDEP M M A R S 08/01/96 11:36:42
FUND/DEPARTMENT TABLE
KEY IS FISC YEAR, FUND, DEPARTMENT
01-
APPROPRIATION EXPENSE REVENUE
FY FUND DEPT CONTROL BUDGET BUDGET ALLOTMENT
EXP PGM REV PGM EXPENSE EXPENSE REVENUE REVENUE PLAN
ALLOC ALLOC BUD ORG BUD PGM BUD ORG BUD PGM FREQ
02-
APPROPRIATION EXPENSE REVENUE
FY FUND DEPT CONTROL BUDGET BUDGET ALLOTMENT
EXP PGM REV PGM EXPENSE EXPENSE REVENUE REVENUE PLAN
ALLOC ALLOC BUD ORG BUD PGM BUD ORG BUD PGM FREQ

This will empty the screen and place an S in the ACTION field. You are now ready to fill in your KEY information.

SKILL CHECK

Cross travel to the **FUND** Table.

With "**X**" in the ACTION field

Press **<ENTER>**

and fill in the screen.

Use the "N" Action to empty the fields again.

Cross travel back to **FDEP**.

This concludes our travel through the FUND DEPARTMENT REFERENCE TABLE.

Please log off if you are not continuing the next lesson now.

Thank You.

MODULE 1
Lesson 2
Topic 4

ASTA (Appropriation/Allocation Static Reference Table

In This Lesson You Will Learn : to read the Table and understand the field settings of your appropriation.

Purpose: This table contains the list of valid appropriation/allocation accounts and all static information attached to each account. The table will be maintained by the Comptroller's Division and the Fiscal Affairs Division.

Menu: The Appropriation/Allocation Static Reference Table is listed under Appropriations in the "Appropriations & Budgets Menu" in the Tables and Inquiries Menu.

NAVIGATION:

Action Covered: "L", Super Leafing.

NAVIGATING THE APPROPRIATION/ALLOCATION STATIC REFERENCE TABLE

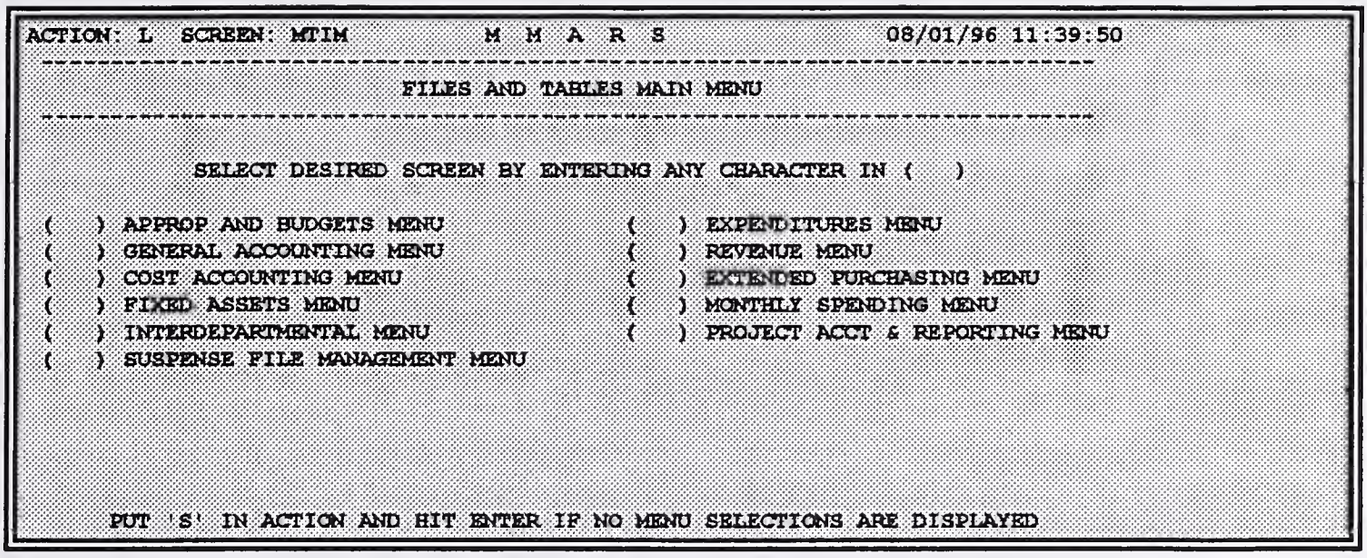
Please log back into the MMARS Main Menu if you logged off after the last lesson.

There are two ways to access the Appropriation/Allocation Static Reference Table (ASTA). You may **cross travel** directly to the table, or you may follow the menu route.

Cross Travel must be done from a screen with an ACTION field in the upper left-hand corner of the screen. If you are at the MMARS Main Menu,

Select **2** for Tables and Inquiries and

Press <ENTER>.


ACTION: L SCREEN: MTIM M M A R S 08/01/96 11:39:50
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

This will bring you to a screen with the ACTION area visible in the upper left of the screen. The cursor should be blinking in the ACTION field. If it isn't,

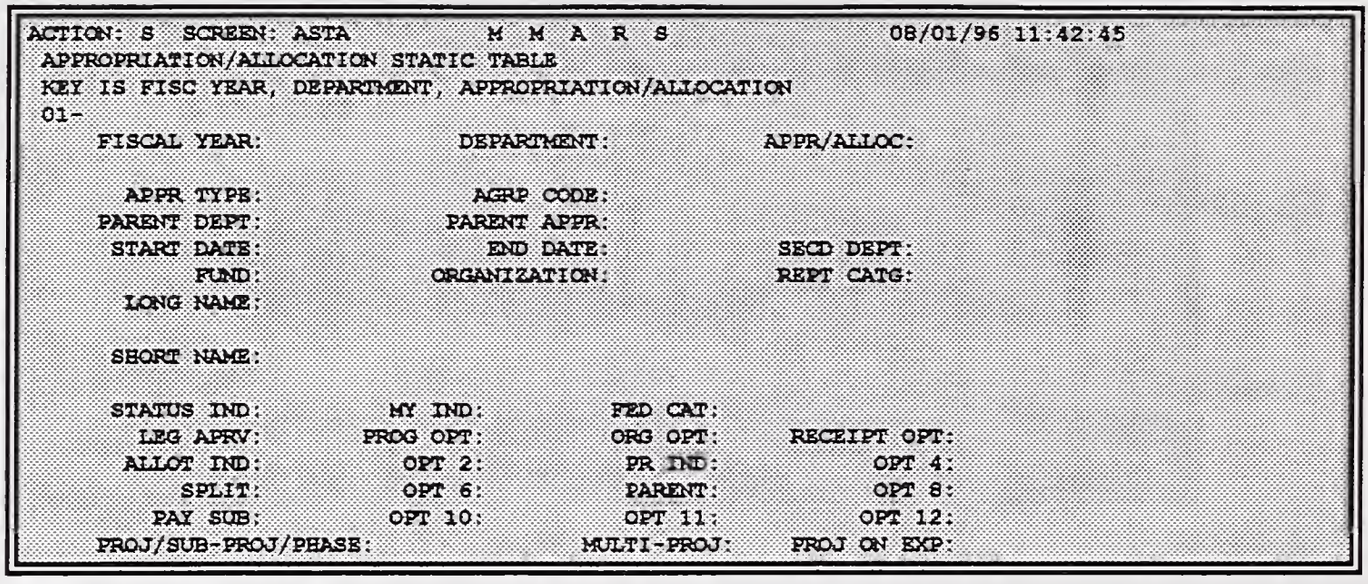
Press <HOME>, and move it there.

Type X in the Action field. The cursor will jump to the SCREEN field.

Type in the four letter screen name ASTA, and

Press <ENTER>.

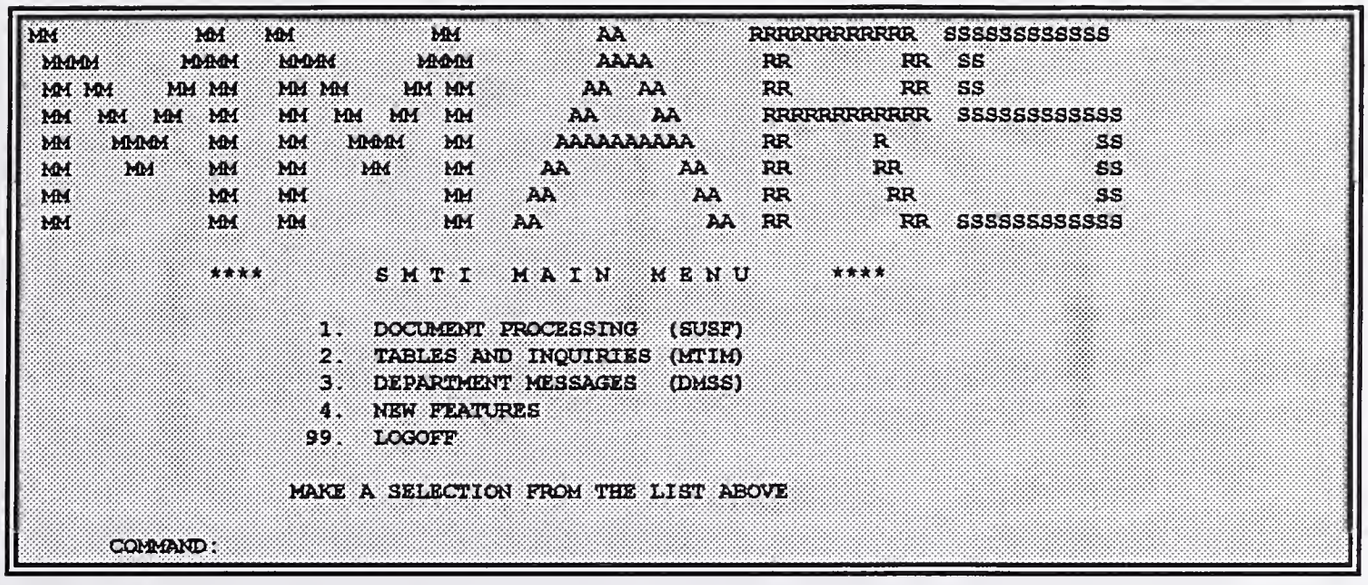
ASTA



Accessing the Appropriation/Allocation Static Reference Table through the menu route requires that you begin at the MMARS Main Menu. If you are on another screen;

Press PF4/ALT4

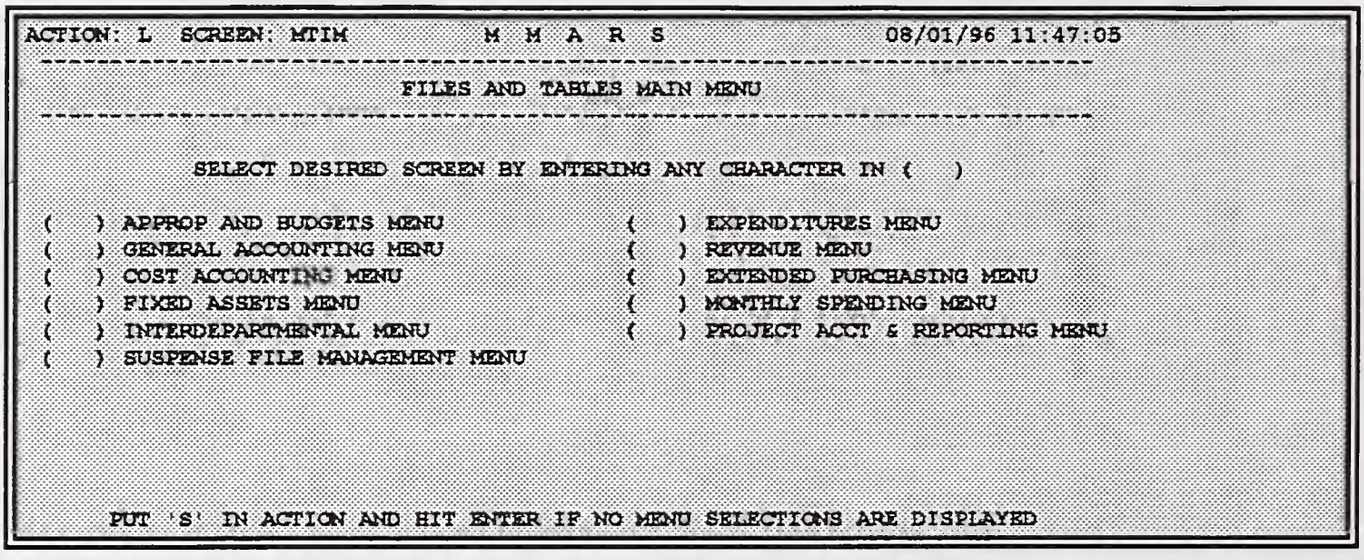
to return to the MMARS Main Menu.


MM MM MM MM AA RRRRRRRRRRR SSSSSSSSSSS
MMMM MMMM MMMM MMMM AAAA RR RR SS
MM MM MM MM MM MM MM MM MM AA AA RR RR SS
MM MM MM MM MM MM MM MM AA AA RRRRRRRRRRRR SSSSSSSSSSS
MM MMMM MM MM MMMM MM AAAAAAAAAA RR R SS
MM MM MM MM MM MM AA AA RR RR SS
MM MM MM MM MM AA AA RR RR SS
MM MM MM MM AA AA RR RR SSSSSSSSSSS
**** S M T I M A I N M E N U ****
1. DOCUMENT PROCESSING (SUSF)
2. TABLES AND INQUIRIES (MTIM)
3. DEPARTMENT MESSAGES (DMSS)
4. NEW FEATURES
99. LOGOFF
MAKE A SELECTION FROM THE LIST ABOVE
COMMAND:

From the MMARS Main Menu,

Select 2, Tables and Inquiries selection and

Press <ENTER>.

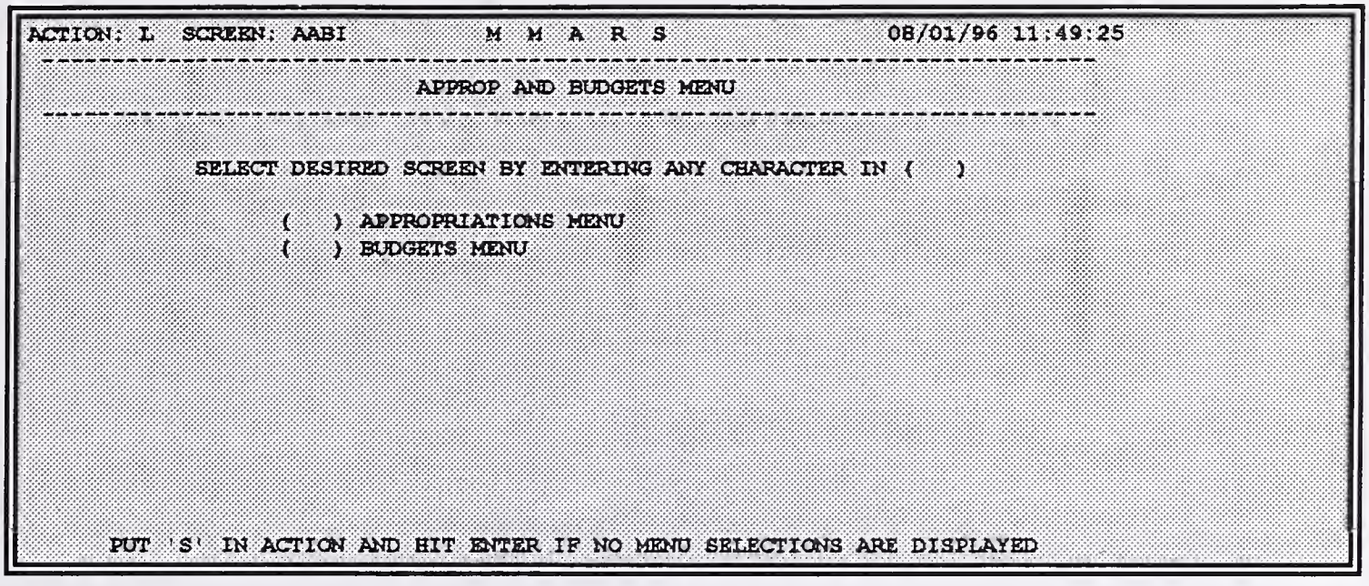

ACTION: L SCREEN: MTIM M M A R S 08/01/96 11:47:05
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

From the Files and Tables Menu,

Press F9 to move cursor into the APPROP AND BUDGETS selection.

Type any character into the parenthesis.

Press <ENTER>.

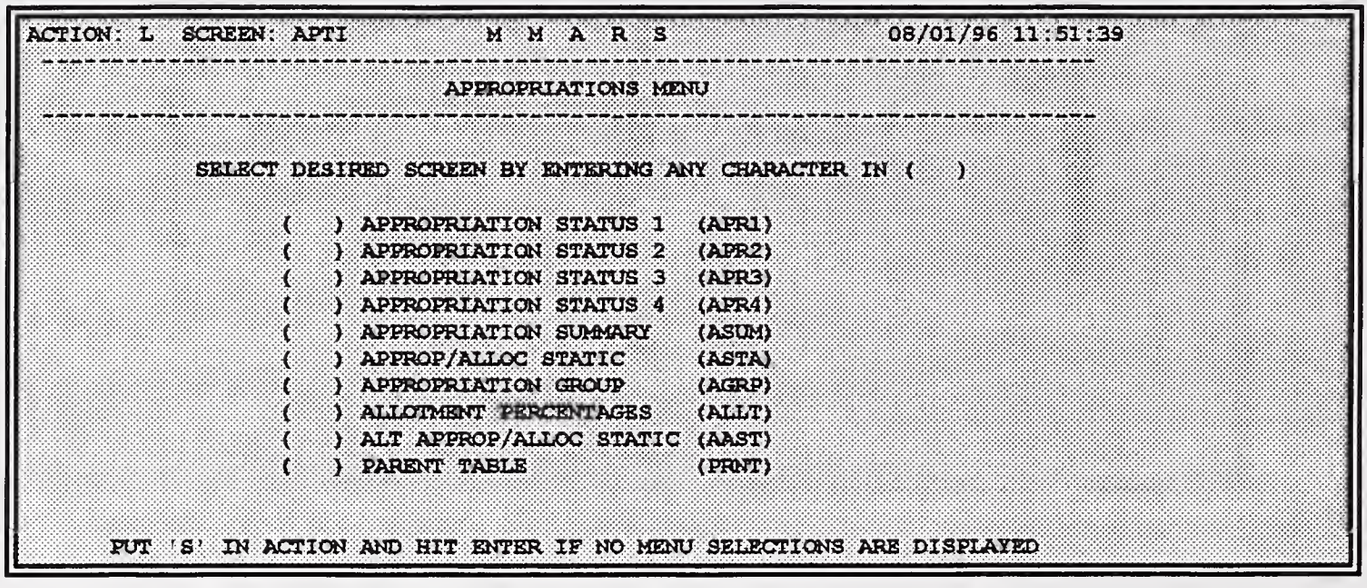

ACTION: L SCREEN: AABI M M A R S 08/01/96 11:49:25
APPROP AND BUDGETS MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROPRIATIONS MENU
( ) BUDGETS MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

From the Appropriations and Budgets Screen

Press F9 and move cursor into APPROPRIATIONS MENU area,

Type any character into the parenthesis.

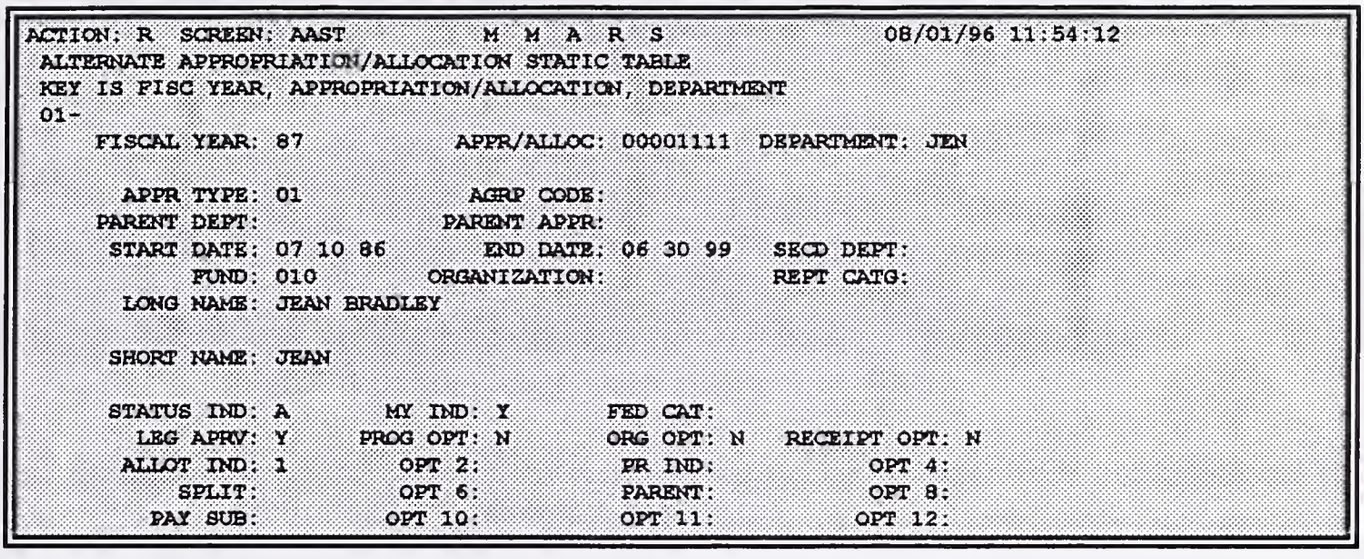
Press <ENTER>.


ACTION: L SCREEN: APTI M M A R S 08/01/96 11:51:39
APPROPRIATIONS MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROPRIATION STATUS 1 (APR1)
( ) APPROPRIATION STATUS 2 (APR2)
( ) APPROPRIATION STATUS 3 (APR3)
( ) APPROPRIATION STATUS 4 (APR4)
( ) APPROPRIATION SUMMARY (ASUM)
( ) APPROP/ALLOC STATIC (ASTA)
( ) APPROPRIATION GROUP (AGRP)
( ) ALLOTMENT PERCENTAGES (ALLT)
( ) ALT APPROP/ALLOC STATIC (AAST)
( ) PARENT TABLE (PRNT)
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

Press F9 to move cursor into APPROP/ALLOC STATIC field

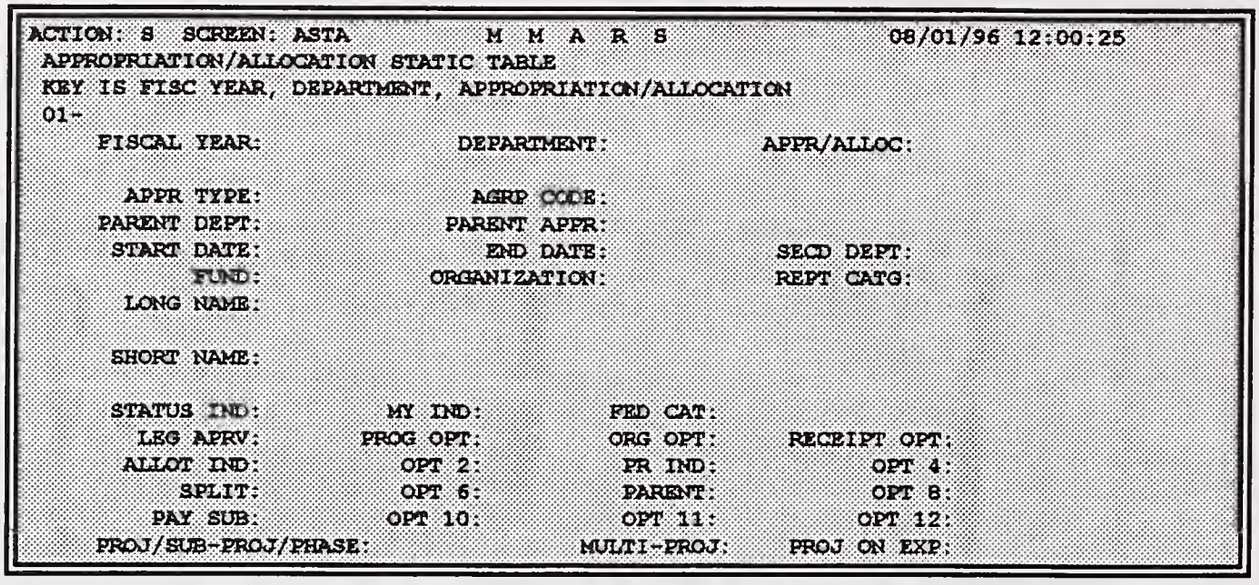
Type any character into the parenthesis

Press <ENTER>.


ACTION: R SCREEN: AAST M M A R S 08/01/96 11:54:12
ALTERNATE APPROPRIATION/ALLOCATION STATIC TABLE
KEY IS FISC YEAR, APPROPRIATION/ALLOCATION, DEPARTMENT
01-
FISCAL YEAR: 87 APPR/ALLOC: 00001111 DEPARTMENT: JEN
APPR TYPE: 01 AGRP CODE:
PARENT DEPT: PARENT APPR:
START DATE: 07 10 86 END DATE: 06 30 99 SECD DEPT:
FUND: 010 ORGANIZATION: REPT CATG:
LONG NAME: JEAN BRADLEY
SHORT NAME: JEAN
STATUS IND: A MY IND: Y FED CAT:
LEG APRV: Y PROG OPT: N ORG OPT: N RECEIPT OPT: N
ALLOT IND: 1 OPT 2: PR IND: OPT 4:
SPLIT: OPT 6: PARENT: OPT 8:
PAY SUB: OPT 10: OPT 11: OPT 12:

This will bring you to the **APPROPRIATION/ALLOCATION STATIC REFERENCE TABLE**.

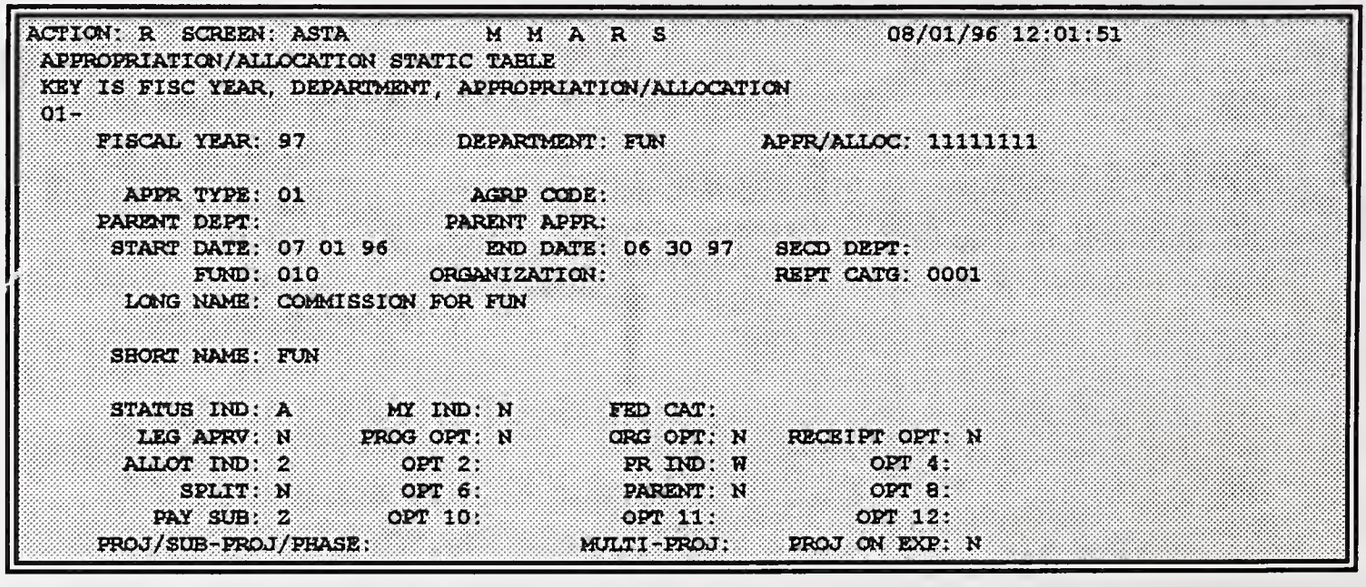
The ACTION in the upper left of the screen should be an **R**, for refill. The screen will be filled with old information. Use the **N** ACTION to empty the screen, as previously instructed.


ACTION: S SCREEN: ASTA M M A R S 08/01/96 12:00:25
APPROPRIATION/ALLOCATION STATIC TABLE
KEY IS FISC YEAR, DEPARTMENT, APPROPRIATION/ALLOCATION
01-
FISCAL YEAR: DEPARTMENT: APPR/ALLOC:
APPR TYPE: AGRP CODE:
PARENT DEPT: PARENT APPR:
START DATE: END DATE: SECD DEPT:
FUND: ORGANIZATION: REPT CATG:
LONG NAME:
SHORT NAME:
STATUS IND: MY IND: FED CAT:
LEG APRV: PROG OPT: ORG OPT: RECEIPT OPT:
ALLOT IND: OPT 2: PR IND: OPT 4:
SPLIT: OPT 6: PARENT: OPT 8:
PAY SUB: OPT 10: OPT 11: OPT 12:
PROJ/SUB-PROJ/PHASE: MULTI-PROJ: PROJ ON EXP:

The ACTION in the upper left of the screen should now be an S for select. Fill in the KEY information of **Fiscal Year, Department,** and **Appropriation/Allocation** and

Press <ENTER>.

ASTA


ACTION: R SCREEN: ASTA M M A R S 08/01/96 12:01:51
APPROPRIATION/ALLOCATION STATIC TABLE
KEY IS FISC YEAR, DEPARTMENT, APPROPRIATION/ALLOCATION
01-
FISCAL YEAR: 97 DEPARTMENT: FUN APPR/ALLOC: 11111111
APPR TYPE: 01 AGRP CODE:
PARENT DEPT: PARENT APPR:
START DATE: 07 01 96 END DATE: 06 30 97 SECD DEPT:
FUND: 010 ORGANIZATION: REPT CATG: 0001
LONG NAME: COMMISSION FOR FUN
SHORT NAME: FUN
STATUS IND: A MY IND: N FED CAT:
LEG APRV: N PROG OPT: N ORG OPT: N RECEIPT OPT: N
ALLOT IND: 2 OPT 2: PR IND: W OPT 4:
SPLIT: N OPT 6: PARENT: N OPT 8:
PAY SUB: 2 OPT 10: OPT 11: OPT 12:
PROJ/SUB-PROJ/PHASE: MULTI-PROJ: PROJ ON EXP: N

The following fields of information will be filled in:

FISCAL YEAR The last two digits of the applicable fiscal year.

DEPARTMENT Is the Department associated with this appropriation/allocation.

APPROPRIATION The 8 digit appropriation/allocation account number.

APPROPRIATION TYPE The 2 digit code to indicate the type of appropriation.
01 = state appropriations
02 = capital project accounts
03 = trust accounts
04 = federal grants

APPROP GROUP The 2 character group code associated with this appropriation/allocation.

PARENT DEPT Required if this record is an allocation. This field points to the department from which this allocation was created.

PARENT APPROP Required if this record is an allocation. This field points to the appropriation from which this allocation was created.

START DATE The date on which this appropriation begins.

END DATE The date on which this appropriation ends.

FUND The fund which will be inferred when this appropriation/allocation is referenced.

ORGANIZATION The organization associated with this appropriation/allocation.

REPT CATG This is used for federal grants and it is set up by departments. This is usually used to report expenditures via Federal Fiscal Year.

LONG NAME The name assigned to this appropriation/allocation.

SHORT NAME The short name assigned to this appropriation/allocation.

STATUS INDICATOR Indicates whether this appropriation is active (**A**) or inactive (**I**).

MULTI-YEAR A "**Y**" in this field indicates a multi-year appropriation.

LEGISLATIVE APPROVAL:	A **"Y"** in this field indicates spending against this FLAG appropriation requires legislative approval.
PROGRAM OPTION:	Enter **"Y"** to override the Expense Budget Organization Option set in FDEP.
ORGANIZATION OPTION:	A **"Y"** is use to override the Expense Budget Organization Option set in FDEP. **"Y"** sets the option to **"Y"** for this appropriation or allocation, making **"orgs"** required on actuals and budgets.
RECEIPT	A **"Y"** is used to increase the appropriation spending authority between defined floor and ceiling. An **"N"** is entered to allow all receipts to increase the appropriation's spending authority.
ALLOTMENT INDICATOR	**"0"** means the appropriation has no allotment. **"1"** means it is 100% allotted. **"2"** means periodic allotments.
OPTION 2- OPTION 12	Not currently used.

Now we will learn another **ACTION**. This one will allow us to travel to a related Table while retaining the key information entered on the previous table. It is called **SUPER LEAFING**.

L - SUPER LEAFING

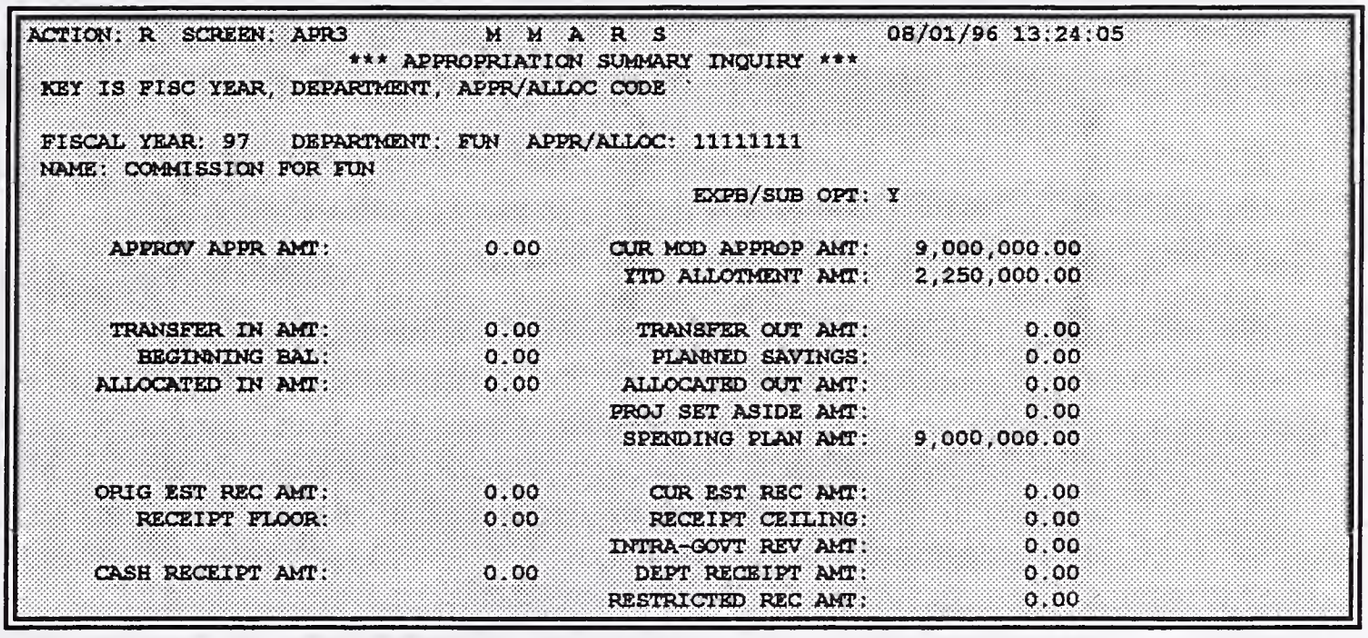
Some tables in MMARS are linked within the system. The tables can be traveled into with a quick method called **SUPER LEAFING**. A list of these connected tables can be found in the Appendix at the end of this manual.

The ASTA Table is one of the MMARS Tables which is connected through a **SUPER LEAF**.

Type **L** in the ACTION field.

Press **<ENTER>**.

APR3



```
ACTION: R  SCREEN: APR3          M  M  A  R  S                  08/01/96 13:24:05
                    *** APPROPRIATION SUMMARY INQUIRY ***
 KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE

 FISCAL YEAR: 97   DEPARTMENT: FUN  APPR/ALLOC: 11111111
 NAME: COMMISSION FOR FUN
                                              EXPB/SUB OPT: Y

      APPROV APPR AMT:            0.00     CUR MOD APPROP AMT:   9,000,000.00
                                           YTD ALLOTMENT AMT:    2,250,000.00

      TRANSFER IN AMT:            0.00       TRANSFER OUT AMT:           0.00
        BEGINNING BAL:            0.00         PLANNED SAVINGS:          0.00
     ALLOCATED IN AMT:            0.00       ALLOCATED OUT AMT:          0.00
                                           PROJ SET ASIDE AMT:           0.00
                                            SPENDING PLAN AMT:   9,000,000.00

     ORIG EST REC AMT:            0.00         CUR EST REC AMT:          0.00
        RECEIPT FLOOR:            0.00         RECEIPT CEILING:          0.00
                                          INTRA-GOVT REV AMT:           0.00
     CASH RECEIPT AMT:            0.00         DEPT RECEIPT AMT:         0.00
                                          RESTRICTED REC AMT:           0.00
```

This will immediately bring us to the system connected screen, **APR3**.

Notice that the key information has been carried over from the previous screen. The screen is already filled in for you with the information corresponding to the same fiscal year, department and appropriation/allocation number.

MODULE 1
Lesson 2
Topic 5

APR3 APPROPRIATION SUMMARY FILE

In This Lesson You Will Learn: To read the APR3 file and understand the current status of your Appropriation.

The following is an explanation of the screen:

PURPOSE: There are two views of this appropriation file. They both record the financial status of appropriation accounts. The information in APR3 is more static; for instance, it includes all of the initial amounts--the beginning balances, the estimated receipts, and the approved appropriation amount.

MENU: The Appropriation File is listed under "Appropriations" in the Files and Tables Menu.

FISCAL YEAR:
The last two digits of the applicable fiscal year (usually the current fiscal year).

DEPARTMENT:
Code of the department which owns this appropriation/allocation.

APPROPRIATION:
The appropriation number or allocation number.

NAME: The name assigned to this appropriation.

EXPB/SUB/OPT:
"**Y**" indicates that this expense budget is set by subsidiary, "**N**" indicates that it is organized by object code.

APPROVED APPROPRIATION
AMOUNT: The amount appropriated to this unit of appropriation when the budget was officially approved (i.e., when the Budget Approved indicator in the Fiscal Year Reference Table was changed to "**Y**").

CURRENT MODIFIED APPROP AMOUNT: The current appropriated amount of this appropriation, including changes made with adjustment actions on appropriation and allotment input form.

YTD ALLOTMENT AMT:
The amount added to the account in an Appropriation Transfer Transaction.

TRANSFER IN AMOUNT:
The amount added to the account in an Appropriation Transfer Transaction.

TRANSFER OUT AMOUNT:
The amount subtracted from the account in an Appropriation Transfer Transaction.

BEGINNING CASH BALANCE: The cash available for this appropriation/sub at the beginning of the fiscal year.

ALLOCATED IN AMOUNT:
The amount that has been allocated into this account from another appropriation.

ALLOCATED OUT:
For parent appropriations, the amount that has been transferred to an allocation account.

SPENDING PLAN AMOUNT:
This field is computed as: Current Modified Appropriation Amount + Transfer In Amount + Beginning Cash Balance - Transfer Out Amount - Planned Savings - Allocated Amount.

The rest of the fields listed, refer to money which a department takes in. Not all departments take in revenue. These fields may not apply to many departments.

Some of the fields give a breakdown of **RETAINED REVENUE**. Some departments use the money they take in to fund their departments. Retained Revenue is a term used for money collected by departments which are set up with **FLOOR** and **CEILING** amounts. These departments have a start figure, called the FLOOR amount, which is when they may begin to keep the money they take in. Any money collected prior to reaching the established FLOOR amount, goes back to the General Fund. Once the floor has been reached, the department keeps, for it's own use, all monies collected, up to the CEILING amount. Once the ceiling has been reached, any extra money collected will also be turned over to the General Fund.

The money between the FLOOR and CEILING, which the department keeps, is referred to as **RESTRICTED REVENUE.** It is restricted from use in the General Fund. The money collected prior to the FLOOR amount, and beyond the CEILING amount, is referred to an **UNRESTRICTED REVENUE**. It goes back to the General Fund and may be used for any state funding needed.

ORIGINAL ESTIMATED RECEIPT AMT:

The original total of all monies expected to fund this appropriation.

CURRENT ESTIMATED RECEIPT AMT:

The total current estimated receipts that fund this appropriation.

RECEIPT FLOOR:

The amount of revenue that must be received before the revenue collected against the appropriation becomes restricted and available for expenditure.

RECEIPT CEILING:

The revenue balance that must be reached before the revenue collected becomes unrestricted and unavailable for expenditure by the department.

INTRA-GOVT REV AMOUNT:

The amount of revenue received from intra-governmental transactions.

CASH RECEIPT AMOUNT:

The amount of receipts recorded by the State Treasurer's Office.

DEPARTMENT RECEIPT AMOUNT:

The amount of receipts recorded by departments.

RESTRICTED RECEIPT AMOUNT:

Restricted revenue available for expenditure. This field is updated by the cash receipt transaction and by the interface with the State Treasurer's Office.

SKILL CHECK

Super Leaf to the APR4 screen.

MODULE 1
Lesson 2
Topic 6

In This Lesson You Will Learn: To read and understand the current status of your appropriation at a more detailed level than the APR3 view.

We will no longer spend long amounts of time in documenting your travel into a new screen. You should now be able to enter a screen by either using the menu route, or cross traveling directly to the screen.

The menu order to reach APR4 is:

Files and Tables Menu to,
APPROP AND BUDGETS MENU to,
APPROPRIATIONS MENU to,
APR4

You should have Super Leafed to the APR4 screen. Notice that all your KEY information carried from APR3. The screen is already filled in with information.

APR4

```
ACTION: S  SCREEN: APR4          M  M  A  R  S                08/01/96 13:27:16
                    *** APPROPRIATION SUMMARY INQUIRY ***
 KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE

 FISCAL YEAR: 97   DEPARTMENT: FUN  APPR/ALLOC: 11111111

 NAME: COMMISSION FOR FUN

       OBLIGATION CEILING AMT:    9,000,000.00
     EXPENDITURE CEILING AMT:    2,250,000.00
            PAYROLL HOLD AMT:            0.00
          PRE-ENCUMBERED AMT:        1,600.00
              ENCUMBERED AMT:       67,730.00
                ADVANCED AMT:            0.00
                EXPENDED AMT:        5,700.00
           PRIOR YEAR EXP AMT:            0.00
             EXPENSE BUD AMT:            0.00
         BALANCE FORWARD AMT:            0.00
                      --- AVAILABLE FUNDS ---
  UNCOMMITTED BALANCE:   8,924,970.00     UNEXPENDED BALANCE:   2,244,300.00
   INVESTMENT BALANCE:      N/A          NON INVEST CASH BAL:      N/A
    PERCENT COMMITTED:   0.83 %             PERCENT EXPENDED:   0.25 %
```

The following is a description of the APR4 screen:

APPROPRIATION FILE

FILE: APR4

PURPOSE: Like APR3, APR4 records the financial status of appropriation accounts. It presents year-to-date summary status in a number of categories including "encumbered" and "advanced", as well as "expended". APR4 compares these amounts with spending and obligation ceilings and lets you know what is currently available to spend and to obligate.

NAVIGATION: **Actions Covered:** **L**, Leafing.

FISCAL YEAR: The last two digits of the applicable fiscal year (usually the current fiscal year).

DEPARTMENT: Code of department which owns this appropriation/allocation.

APPROPRIATION:
The appropriation code or allocation code number.

APPROP NAME: The name assigned to this appropriation.

OBLIGATION CEILING:
This field is computed as:
Current Mod Appro Amt + Transfer In Amt + Begin Cash Balance - Transfer Out Amt - Planned Savings - Allocated Amt + Restricted Receipts.

It is the total amount of money in your appropriation for the Fiscal Year.

EXPENDITURE CEILING:
This field is computed as:
Advanced Amount + Expended Amount + Unexpended Amount.

It is the total amount of money from your appropriation which payments can be made against.

PAYROLL HOLD AMOUNT The amount that must be reserved to support payroll expenses for subsidiary AA and state appropriations with a subsidiary of 00.

PRE-ENCUMBERED AMOUNT The total of all outstanding requisitions submitted against this unit of appropriation. Unit of appropriation is inferred from Expense Budget Application File Lines.

ENCUMBERED AMOUNT

The total of all outstanding purchase orders submitted against this unit of appropriation. Unit of appropriation is inferred from Expense Budget Application File Lines

ADVANCED AMOUNT

The amount of this appropriation/allocation reserved for advances.

EXPENDED AMOUNT

The total amount spent against this unit of appropriations (i.e., total of all payment vouchers and expenditure of advance documents).

PRIOR YEAR EXPENDED AMOUNT

The total amount spent by this appropriation in prior years.

EXPENSE BUDGET AMOUNT

The budgeted funds available to this appropriation.

BALANCE FORWARD Amount to be brought forward next fiscal year, found on Prior Appropriation continued.

UNCOMMITTED BALANCE The funds remaining that are not committed to any expense item. Please see the Uncommitted Balance Expenditure Control Algorithm in the Appendix.

UNEXPENDED BALANCE Funds on hand including those funds that have been committed but not yet paid out. Please see the Unexpended Balance Expenditure Control Algorithm in the Appendix.

INVESTMENT BALANCE: The total amount of money from your Obligation Ceiling Amount, which has been invested by the Treasury.

NON INVEST CASH BAL: Non-Invested Cash Balance is calculated as follows:

Unexpended Balance
+ Prior Budget FY Open Encumbrances
- Investment Balance
= Non-Invested Cash Balance

PERCENT COMMITTED	The percent of the current appropriation budget that is committed by pre-encumbrances and encumbrances.
PERCENT EXPENDED	The percent of the current appropriation budget that has been vouchered.

The APR3 and APR4 screens give a roll-up of all activity occurring within an appropriation. The activity of all the separate subsidiaries are added together for the information displayed. Our next files will break down the information to the subsidiary level.

We will learn a new action that will allow us to travel to our next screen and retain the KEY information.

L - LEAFING

Leafing enables us to travel to a related screen without loosing our key information. Unlike Super Leafing, there is no direct connection in the system linking these files. They are however, related.

Leafing is done by entering an L In the ACTION area, typing in the SCREEN name, and pressing ENTER. Unlike Super leafing, the screen name must be entered.

Let's try it!

The next screen we will cover is the APPROPRIATION SUMMARY INQUIRY screen, (ASUM).

Let's Leaf to it.

Press <HOME> to move the cursor into the ACTION field if it is not already there.

Type L in the ACTION field. The cursor will move to the SCREEN field.

Type ASUM in the SCREEN field.

Press <ENTER>.

MODULE 1
Lesson 2
Topic 7

In This Lesson You Will Learn: To check your funds at the subsidiary level, to be sure funds are available prior to committing them.

```
ACTION: R  SCREEN: ASUM          M  M  A  R  S              08/01/96 13:33:04

            *** APPROPRIATION SUMMARY INQUIRY ***

 FISC YEAR: 97   DEPT: FUN    APPR: 11111111

 SUBSIDIARY      NAME       OBLIG CEILING   UNCOMMITTED BAL  UNEXPENDED BAL
 ----------  ------------  --------------  ---------------  --------------
     AA      REG-EMP-COMP    1,000,000.00    1,000,000.00       250,000.00
     BB      REG-EMP-EXP     1,000,000.00    1,000,000.00       250,000.00
     CC      SPEC-EMPLYS     1,000,000.00      975,000.00       250,000.00
```

Notice that the screen is filled in with information. It carried the Key information from the last screen and called up the information. We are now able to see information on the individual subsidiaries within an appropriation.

Total dollars from each appropriation are further categorized by subsidiaries. Subsidiaries give a breakdown of what the money was intended to be used for. There are a total of eighteen possible subsidiaries. Each appropriation could have as few as one subsidiary, or several. A list of subsidiaries can be found in the Appendix.

Subsidiaries are further broken down by object codes. The "Expenditure Classification Handbook", contains the complete breakdown.

For Example: EE Administrative Expenses
E08 - Telephone Services

The Appropriation Summary Inquiry Screen displays a running balance of what is available to encumber and what is available to spend for each subsidiary in an appropriation.

This screen displays only three listings at a time. We may scroll to the next group of subsidiaries by pressing <**ENTER**>, with an **R** in the **ACTION** field.

```
ACTION: R  SCREEN: ASUM          M  M  A  R  S                08/01/96 13:35:48

           *** APPROPRIATION SUMMARY INQUIRY ***

 FISC YEAR: 97   DEPT: FUN    APPR: 11111111

 SUBSIDIARY      NAME       ORLIG CEILING   UNCOMMITTED BAL  UNEXPENDED BAL
 ----------  ------------  --------------  ---------------  --------------
     EE      ADMIN-EXP       1,000,000.00       988,900.00       244,500.00
     HH      CONSULTANT      1,000,000.00       965,000.00       249,800.00
     JJ      OPERATIONS      1,000,000.00     1,000,000.00       250,000.00
```

We may choose a specific subsidiary to view by:

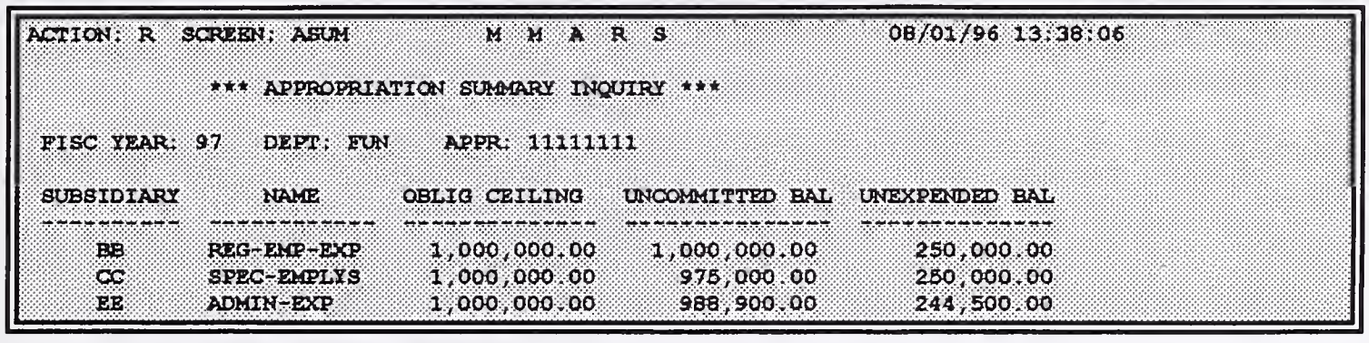
Press <HOME>

Type "S" for selection in the **ACTION** field.

TAB to the subsidiary field in the KEY information.

Type in the two digit abbreviation for the subsidiary you wish to view.
(Let's use BB)

Press <ENTER>.



```
ACTION: R  SCREEN: ASUM          M  M  A  R  S                08/01/96 13:38:06

            *** APPROPRIATION SUMMARY INQUIRY ***

 FISC YEAR: 97   DEPT: FUN    APPR: 11111111

 SUBSIDIARY      NAME       OBLIG CEILING   UNCOMMITTED BAL  UNEXPENDED BAL
 ----------  -------------  --------------  ---------------  --------------
     BB       REG-EMP-EXP     1,000,000.00     1,000,000.00       250,000.00
     CC       SPEC-EMPLYS     1,000,000.00       975,000.00       250,000.00
     EE       ADMIN-EXP       1,000,000.00       988,900.00       244,500.00
```

The following is a description of the ASUM file.

APPROPRIATION SUMMARY INQUIRY

FILE: ASUM

PURPOSE: **This file provides summary information - uncommitted and unexpended funds - for each appropriation by subsidiary. It is a convenient way to check to make sure that funds are available before planning to commit them.**

MENU: **The Appropriation Summary Inquiry is listed under Appropriations selection of the Appropriations & Budgets in the Tables and Inquiries Menu.**

FISCAL YEAR The fiscal year being inquired against.

DEPARTMENT Code of the department which owns the appropriation in questions.

APPROPRIATION The code of the appropriation which is being inquired about.

SUBSIDIARY The subsidiary code into which the monies of the appropriation are divided.

NAME The short name of the subsidiary.

OBLIGATION CEILING The current appropriation amount includes any supplemental funds that have been appropriated.

UNCOMMITTED BALANCE Available funds which have been neither obligated or expended.

UNEXPENDED BALANCE Allotted funds not yet expended or advanced (available cash).

SKILL CHECK

- **Return to the beginning of the file by selecting the AA subsidiary.**
- **Leaf to the APR1 screen.**
- **Super Leaf to the APR4 screen.**

MODULE 1
Lesson 2
Topic 8

In This Lesson You Will Learn: To interpret the information displayed on the APR1 screen.

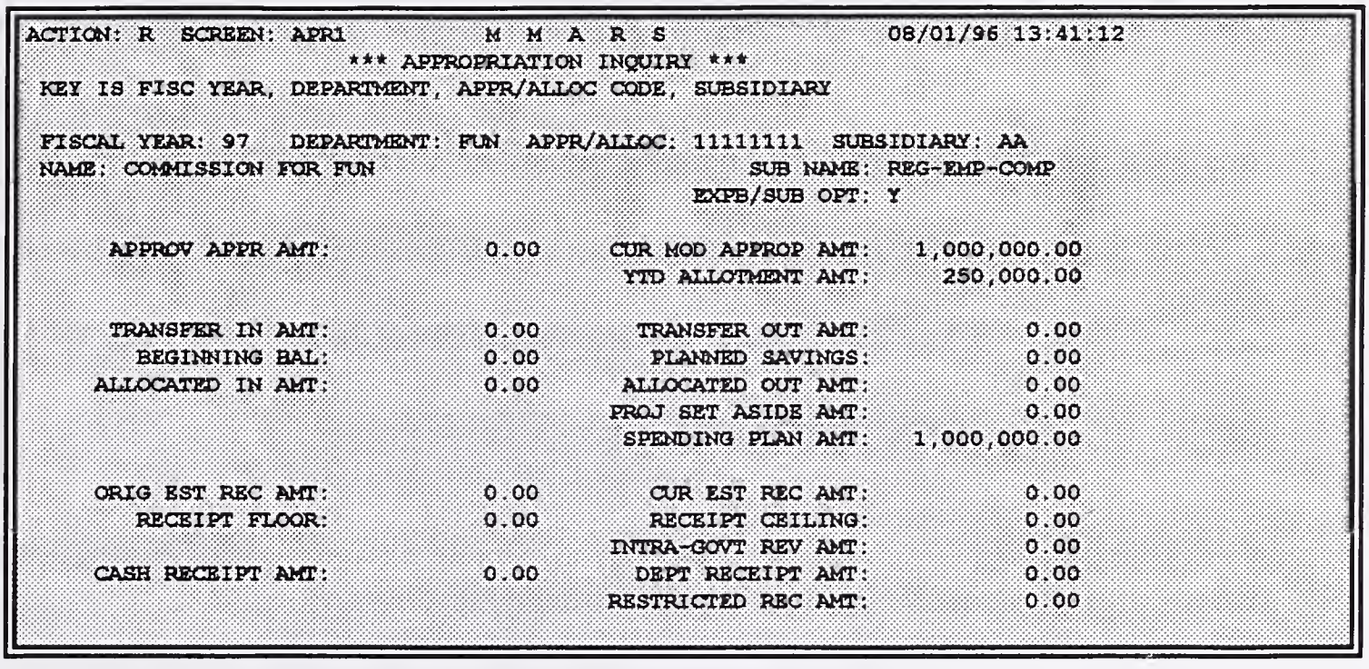
APPROPRIATION INQUIRY (APR1)

PURPOSE: **The *APR1* is an appropriation file. The *APR1* file records the financial status of appropriation accounts by subsidiary. The information on *APR1* is more static; for instance, it includes all of the initial accounts-- the beginning balances, the estimated receipts, and the approved appropriation amount.**

MENU **The Appropriation File is listed under *"Appropriations"* in the *Files and Tables Menu*.**

NAVIGATING THE APR1 SCREEN

This screen can be reached by **Leafing** from the ASUM file.



```
ACTION: R  SCREEN: APR1          M  M  A  R  S                08/01/96 13:41:12
                      *** APPROPRIATION INQUIRY ***
 KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

 FISCAL YEAR: 97   DEPARTMENT: FUN  APPR/ALLOC: 11111111  SUBSIDIARY: AA
 NAME: COMMISSION FOR FUN                          SUB NAME: REG-EMP-COMP
                                                EXPB/SUB OPT: Y

      APPROV APPR AMT:            0.00     CUR MOD APPROP AMT:   1,000,000.00
                                            YTD ALLOTMENT AMT:      250,000.00

      TRANSFER IN AMT:            0.00       TRANSFER OUT AMT:            0.00
        BEGINNING BAL:            0.00         PLANNED SAVINGS:           0.00
     ALLOCATED IN AMT:            0.00       ALLOCATED OUT AMT:           0.00
                                           PROJ SET ASIDE AMT:            0.00
                                            SPENDING PLAN AMT:   1,000,000.00

     ORIG EST REC AMT:            0.00         CUR EST REC AMT:           0.00
        RECEIPT FLOOR:            0.00         RECEIPT CEILING:           0.00
                                          INTRA-GOVT REV AMT:            0.00
     CASH RECEIPT AMT:            0.00         DEPT RECEIPT AMT:          0.00
                                          RESTRICTED REC AMT:            0.00
```

If you have left the system, and are now coming back in, the file may be reached by cross traveling directly to **APR1**, or by following the menus.

The following is a list of the menus which must be followed to access **APR1**:

Select the Files and Tables Menu from the MMARS Main Menu.

Select the APPROP AND BUDGETS MENU

Select the APPROPRIATIONS MENU

Select the APR1

Only the Super Leafing method will carry in your key information. If you have accessed APR1 by either the menu route, or by cross travel, you will have to fill in key fields of information on the file.

This screen should look very familiar to you. It is the exact same layout as the APR3 screen you have already viewed. The difference between the screens is that *APR3* was a summary of all information for a total of all the subsidiaries in the appropriation. The APR1 screen breaks the information down further. Each individual subsidiary is displayed. The subsidiary has become a part of the KEY on this table.

The following is a description of the fields of the APR1 screen:

FISCAL YEAR The last two digits of the applicable fiscal year (usually the current fiscal year).

DEPARTMENT Code of the department which owns this appropriation/allocation.

APPROPRIATION The appropriation number or allocation number.

SUBSIDIARY The subsidiary relating to the account number.

APPROPRIATION NAME The name assigned to this appropriation.

SUB NAME The name of the subsidiary.

EXPB/SUB OPT **"Y"** indicates that this expense budget is set by subsidiary, **"N"** indicates that it is organized by object code.

APPROVED APPROP AMOUNT The amount appropriated to this unit of appropriation when the budget was officially approved (i.e., when the Budget Approved indicator in the Fiscal Year Reference Table was changed to **"Y"**).

CURRENT MODIFIED APPROP AMT The current appropriated amount of this unit of appropriation, including changes made with adjustment actions on appropriation and allotment input form.

YTD ALLOTMENT AMT Total amount allotted in this fiscal year.

TRANSFER IN AMOUNT The amount added to the account in an Appropriation Transfer Transaction.

TRANSFER OUT AMOUNT The amount subtracted from the account in an Appropriation Transfer Transaction.

BEGINNING CASH BALANCE The cash available for this appropriation/sub at the beginning of The fiscal year.

ALLOCATED IN AMOUNT	The amount that has been allocated into this account from another appropriation.
ALLOCATED OUT	For parent appropriations, the amount that has been transferred to an allocation account.
SPENDING PLAN AMOUNT	This field is computed as: Current Modified Appropriation Amount + Transfer In Amount + Beginning Cash Balance - Transfer Out Amount - Planned Savings - Allocated Amount.
ORIGINAL ESTIMATED RECEIPT AMT	The original total of all monies expected to fund this appropriation.
CURRENT ESTIMATED RECEIPT AMT	The total current estimated receipts that fund this appropriation.
RECEIPT FLOOR	The amount of revenue that must be received before the revenue collected against the appropriation becomes restricted and available for expenditure.
RECEIPT CEILING	The revenue balance that must be reached before the revenue collected becomes unrestricted and unavailable for expenditure.
INTRA-GOVT REVENUE AMOUNT	The amount of revenue received from intra-governmental transactions.
CASH RECEIPT AMOUNT	The amount of receipts recorded by the State Treasurer's Office.
DEPARTMENT RECEIPT AMOUNT	The amount of receipts recorded by departments.
RESTRICTED RECEIPT AMOUNT	Restricted revenue available for expenditure. This field is updated by the cash receipt transaction and by the interface with the State Treasurer's Office.

MODULE 1
Lesson 2
Topic 9

In This Lesson You Will Learn: To read the screen and understand the current status of the subsidiaries in your appropriation.

APPROPRIATION INQUIRY (APR2)

FILE: APR2

PURPOSE: **Like APR1, *APR2* records the financial status of appropriation accounts by subsidiary. It presents year-to-date summary status in a manner of categories including "encumbered" and "advanced" as well as "expended". APR2 compares these amounts with spending and obligation ceilings and lets you know what is currently available to spend and to obligate.**

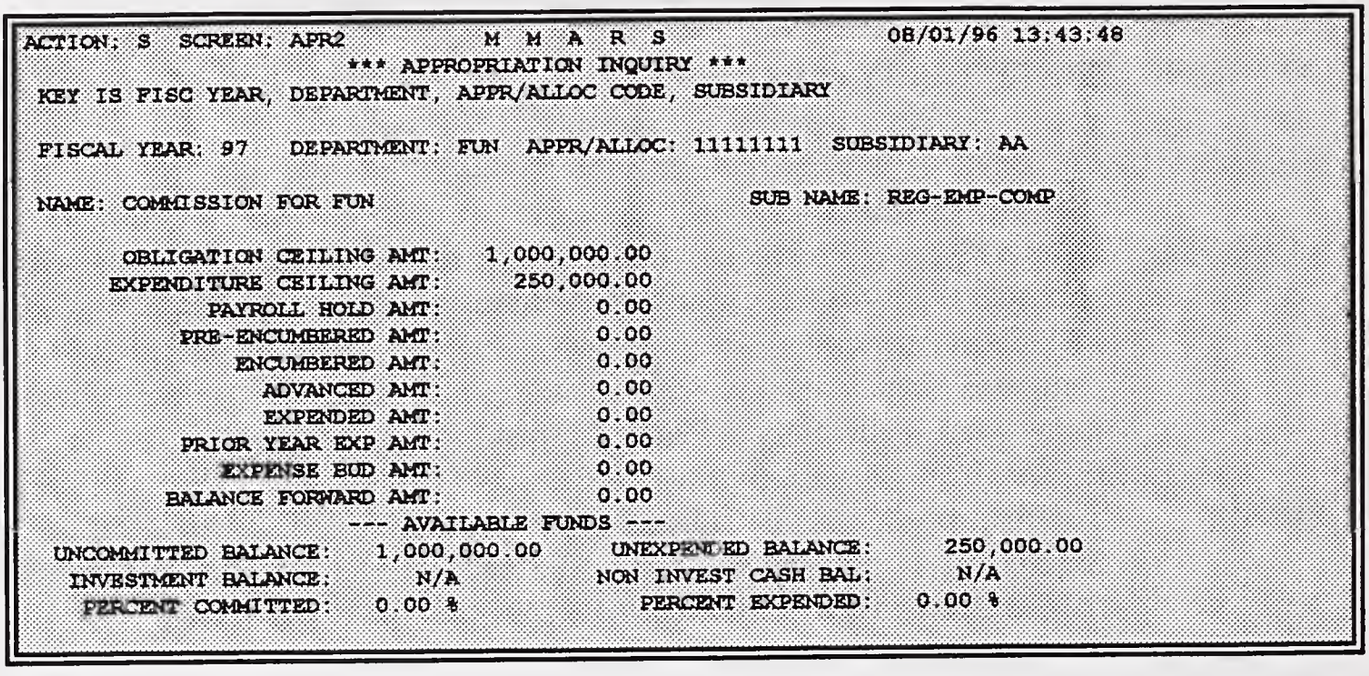
MENU: **The Appropriation File is listed under APPROP AND BUDGETS MENU off the Files and Tables Menu. From the APPROP AND BUDGETS MENU select APPROPRIATIONS MENU. APR1 is listed off of this menu.**

NAVIGATING THE APR2 SCREEN

The APR2 screen is connected to the APR1 screen via a **Super Leaf** connection. If you are traveling to APR2 directly from APR1, do the following:

Type **L** in the action field of the screen.

Press **<ENTER>**.


ACTION: S SCREEN: APR2 M M A R S 08/01/96 13:43:48
*** APPROPRIATION INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY
FISCAL YEAR: 97 DEPARTMENT: FUN APPR/ALLOC: 11111111 SUBSIDIARY: AA
NAME: COMMISSION FOR FUN SUB NAME: REG-EMP-COMP
OBLIGATION CEILING AMT: 1,000,000.00
EXPENDITURE CEILING AMT: 250,000.00
PAYROLL HOLD AMT: 0.00
PRE-ENCUMBERED AMT: 0.00
ENCUMBERED AMT: 0.00
ADVANCED AMT: 0.00
EXPENDED AMT: 0.00
PRIOR YEAR EXP AMT: 0.00
EXPENSE BUD AMT: 0.00
BALANCE FORWARD AMT: 0.00
--- AVAILABLE FUNDS ---
UNCOMMITTED BALANCE: 1,000,000.00 UNEXPENDED BALANCE: 250,000.00
INVESTMENT BALANCE: N/A NON INVEST CASH BAL: N/A
PERCENT COMMITTED: 0.00 % PERCENT EXPENDED: 0.00 %

Notice that your key fields of information carried to the new screen. This allows you to view a filled in screen without having to do any of the work.

If you had logged off the system after the section on APR1, you may enter this file by either cross traveling to it or by following the menu route.

Select FILES AND TABLES MAIN MENU from the MMARS Main Menu

Select APPROP AND BUDGETS MENU

Select APPROPRIATIONS MENU

Select APR2

Remember, you will have to fill in the key fields of information again.

This screen should also look familiar. It has the same arrangement as the APR4 screen you already viewed. The difference is in the added breakdown of the appropriation by subsidiary.

The following is a description of the fields of this screen:

FISCAL YEAR The last two digits of the applicable fiscal year (usually the current fiscal year).

DEPARTMENT Code of department which owns this appropriation/allocation.

APPROPRIATION The appropriation code or allocation code number.

SUBSIDIARY The subsidiary code.

APPROP NAME The name assigned to this appropriation.

SUB NAME The name of the subsidiary.

OBLIGATION CEILING This field is computed as:
Current Mod Appro Amt + Transfer In Amt + Begin Cash Balance - Transfer Out Amt - Planned Savings - Allocated Amt + Restricted Receipts.

EXPENDITURE CEILING This field is computed as:
Advanced Amount + Expended Amount + Unexpended Amount.

PAYROLL HOLD AMOUNT The amount that must be reserved to support payroll expenses for subsidiary AA and state appropriations with a subsidiary of 00.

PRE-ENCUMBERED AMOUNT The total of all outstanding requisitions submitted against this unit of appropriation. Unit of appropriation is inferred from Expense Budget Application File Lines.

ENCUMBERED AMOUNT The total of all outstanding purchase orders submitted against this unit of appropriation. Unit of appropriation is inferred from Expense Budget Application File Lines.

ADVANCED AMOUNT The amount of this appropriation/allocation reserved for advances.

EXPENDED AMOUNT The total amount spent against this unit of appropriation (i.e., total of all payment vouchers and expenditure of advance documents.

PRIOR YEAR EXPENDED AMOUNT The total amount spent by this appropriation in prior years.

EXPENSE BUDGET AMOUNT The budgeted funds available to this appropriation.

BALANCE FORWARD Amount to be brought forward next fiscal year, found on Prior Appropriation continued.

UNCOMMITTED BALANCE The funds remaining that are not committed to any expense item.

UNEXPENDED BALANCE Funds on hand including those funds that have been committed but not yet paid out.

INVESTMENT BALANCE This field displays the amt. of money, from the Obligation Ceiling, which is tied up in investments. The treasury should be contacted will in advance, if funds from these investments are needed for payments against encumbrances. Most commonly, this would involve Trust Funds, invested by the Treasury.

NON INVESTMENT CASH BALANCE The Obligation ceiling - the Investment Balance = The non investment cash balance.

PERCENT COMMITTED The percent of the current appropriation budget that is committed by pre encumbrances and encumbrances.

PERCENT EXPENDED The percent of the current appropriation budget that has been vouchered.

Before we leave this file, let's learn one last function key. It is the **F6**, erase field key.

F6

Sometimes we may want to change key information on a screen, to look at a second listing. The **F6** key is one way we can safely empty a field of it's current information prior to refilling the field with new information. To use this key, TAB to the field you wish to change and press the **F6** key. The entire field will empty out. You may then refill the field with the information you wish to view. This method is recommended over using the space bar to blank out one space at a time. It is obviously quicker and also more efficient once we start entering documents, where the system may remember the "space" as an entry.

Let's try it! We'll change the subsidiary we wish to view on the APR2 table.

Press ***<HOME>*** to move the cursor in the ACTION field.

Type ***S*** for select.

TAB to the Subsidiary field.

Press ***F6*** and empty the field.

Type ***EE*** in the subsidiary field.

Press ***<ENTER>***.

```
ACTION: R  SCREEN: APR2          M  M  A  R  S                08/01/96 13:47:45
                      *** APPROPRIATION INQUIRY ***
 KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY

 FISCAL YEAR: 97   DEPARTMENT: FUN  APPR/ALLOC: 11111111  SUBSIDIARY: EE

 NAME: COMMISSION FOR FUN                          SUB NAME: ADMIN-EXP

       OBLIGATION CEILING AMT:   1,000,000.00
     EXPENDITURE CEILING AMT:     250,000.00
            PAYROLL HOLD AMT:           0.00
         PRE-ENCUMBERED AMT:            0.00
              ENCUMBERED AMT:       5,600.00
                ADVANCED AMT:           0.00
                EXPENDED AMT:       5,500.00
          PRIOR YEAR EXP AMT:           0.00
             EXPENSE BUD AMT:           0.00
        BALANCE FORWARD AMT:            0.00
                     --- AVAILABLE FUNDS ---
 UNCOMMITTED BALANCE:     988,900.00     UNEXPENDED BALANCE:     244,500.00
  INVESTMENT BALANCE:        N/A         NON INVEST CASH BAL:       N/A
   PERCENT COMMITTED:   1.11 %              PERCENT EXPENDED:   2.20 %
```

You should now be viewing the information for the EE subsidiary.

You have one file left to view! It isn't connected by a Leaf or a Super Leaf. You may travel to it through the menu route, or by cross-traveling. By now you are such a Pro that I'm sure you'd rather use the short cut.

The final file is the **Revenue Budget File (REVB).**

Cross travel to the file,

eliminate the garbage information, and

fill in the Key information and **press <ENTER>.**

```
ACTION: R  SCREEN: REVB          M  M  A  R  S                08/01/96 13:49:53
                        *** REVENUE BUDGET INQUIRY ***
 KEY IS BFY, FUND, DEPARTMENT, ORGANIZATION, PROGRAM, REVENUE SOURCE

          BFY: 97            FUND: 010            DEPARTMENT: FUN
         ORGN:             PROGRAM:             REVENUE SOURCE: 0500
          SDG:
           APPROPRIATION:             SUBSIDIARY:       REPORTING CATG:
              STATUS IND: A    EXPIRATION DATE: 06 30 97
                COMMENTS: TRAINING FEES
               AGRP CODE:
        APPROVED BUDGET:              0.00  CURRENT MOD BUDGET:    1,000,000.00
        TRE RECEIPT AMT:         53,320.00    DEPT RECEIPT AMT:       53,320.00
                                             INTRA-GOVT REVENUE:            0.00

             FY BEG BAL:              0.00  INTRA-GOVT REVENUE
                                            + DEPT RECEIPT AMT
                                          - CUR MOD BUDGET AMT:     -946,680.00

          PRIOR ACCRUED REVENUE:              0.00
       CURRENT ACCRUED REVENUE:         305,780.00
                  WRITE OFF AMOUNT:            0.00
```

MODULE 1
Lesson 2
Topic 10

In This Lesson You Will Learn: How a source of revenue is mapped to your Department and Appropriation Account.

The following is a description of the REVB file.
REVENUE BUDGET FILE (REVB)

PURPOSE: **This file records all revenue budget lines. Each line reports on a different revenue source within specified account distribution data, budgeted amounts, and amounts recognized. This file is organized by *fund/department/organization/program combinations*. Also records accrued and collected revenue amounts.**

MENU: **The Revenue Budget File is listed under "Revenue" in the Tables and Inquiries Menu.**

BFY The applicable fiscal year.

FUND The fund that collects the revenue.

DEPARTMENT The 3 position department code.

ORGN The organization to which the revenue is credited.

REVENUE SOURCE The type of revenue collected.

APPROPRIATION The appropriation account number that is linked to the receipts for restricted revenue.

SUBSIDIARY This is the subsidiary of the appropriation that is receiving the funds.

REPORTING CATEGORY The reporting category linked to the Revenue Source.

EXPIRATION DATE Indicates the last day the revenue budget is active. If the revenue is restricted, the Expiration Date should match the Appropriation Expiration Date.

STATUS INDICATOR System Maintained. Indicates the revenue budget status.
Valid Values are:
"A"-Active
"I"-Inactive

COMMENTS System Maintained. The comments that were entered on the revenue budget input form.

APPROVED BUDGET AMOUNT System Maintained. The amount budgeted for this revenue source line when the budget was officially approved (i.e., when the Budget Approved indicator in the Fiscal Year Reference Table was changed to "Y").

CURRENT MOD BUDGET System Maintained. The current amount budgeted to be received from this revenue source. This figure includes changes made with adjustment actions on revenue budget input forms since the budget was officially approved.

TRE REVENUE AMOUNT System Maintained. The amount of receipts recorded by the State Treasurer's Office (TRE).

DEPT RECEIPT AMOUNT System Maintained. The amount of receipts recorded by departments.

INTRA-GOVT REVENUE System Maintained. The amount of revenue received from intra-governmental transactions.

PRIOR ACCRUED REVENUE System Maintained. Outstanding receivables recognized against this budget line during all prior budget fiscal years.

CURRENT ACCRUED REVENUE System Maintained. Outstanding receivables recognized against this budget line (i.e., total of all revenue invoices submitted against this budget line) during the fiscal year.

WRITTEN-OFF AMOUNT System Maintained. The amount of revenue written-off for the current written-off for the current budget fiscal year.

INTRA-GOVT REVENUE
+DEPT RECEIPT AMT
-CUR MOD BUDGET AMT

System Maintained. The amount of revenue collected from this revenue source by departments and by intra-governmental transactions minus the current modified budget amount. A negative represents an under budget collected amount. A positive represents an over budget collected amount.

Please see the Revenue Control Algorithm in the Appendix.

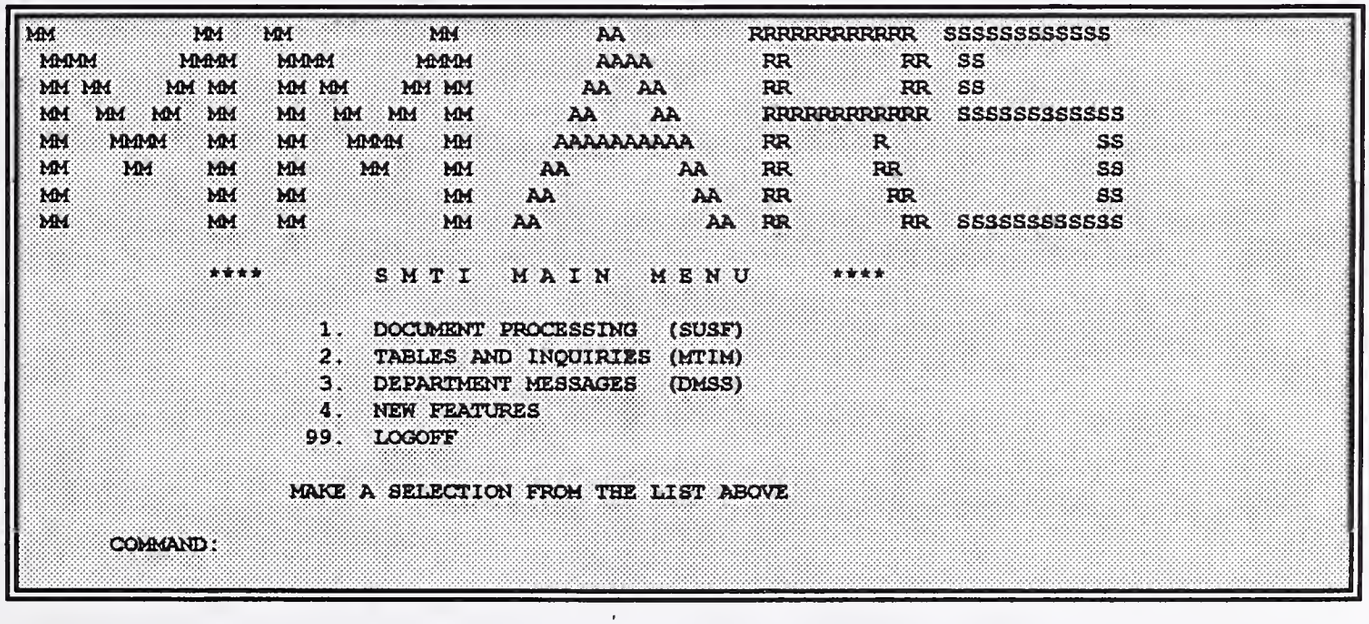
MODULE 1
Lesson 3
Topic 1

In This Lesson we will Learn: How to navigate through MMARS Tables using the ZOOM functionality.

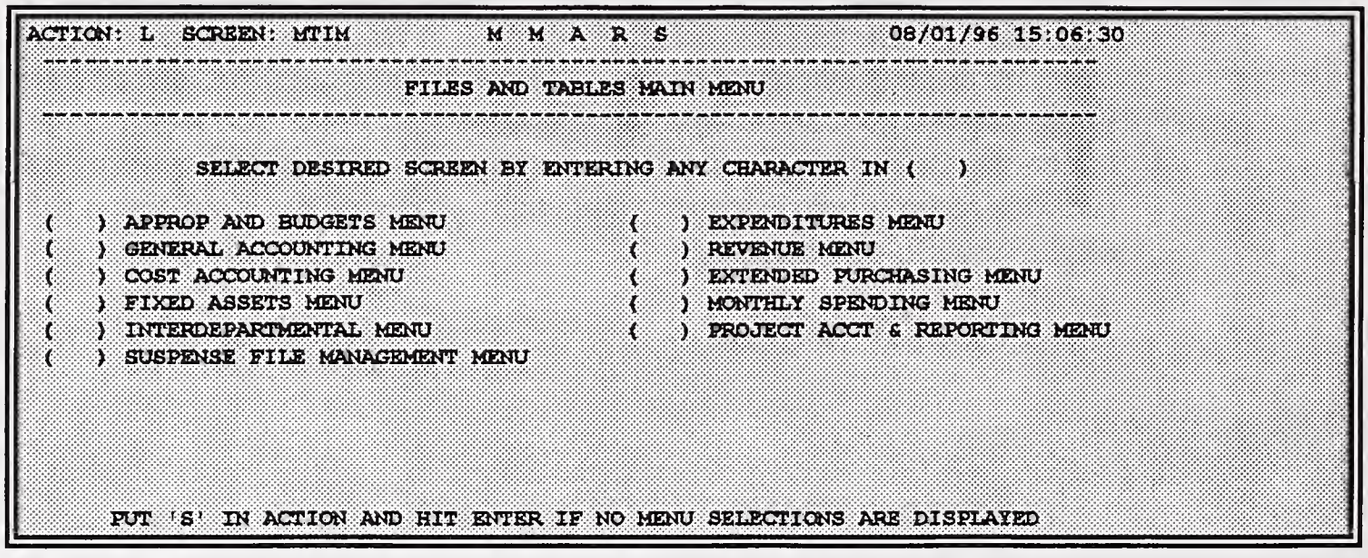
Purpose: Zoom functionality allows you to zoom to, and return from, a different MMARS table from the one you are currently viewing. In fact, you may zoom to, and return from, up to three additional tables. A zoom action paused you out of your current screen and brings you directly to the requested one. When you return to the original screen from a zoom action, the data displayed on your screen remains unchanged (i.e., the record displayed when you initially processed the zoom action still will be displayed when you return).

LET'S TRY IT!

Log On to MMARS Training menu again.


**** S M T I M A I N M E N U ****
1. DOCUMENT PROCESSING (SUSF)
2. TABLES AND INQUIRIES (MTIM)
3. DEPARTMENT MESSAGES (DMSS)
4. NEW FEATURES
99. LOGOFF
MAKE A SELECTION FROM THE LIST ABOVE
COMMAND:

Type 2 and press **<ENTER>**.

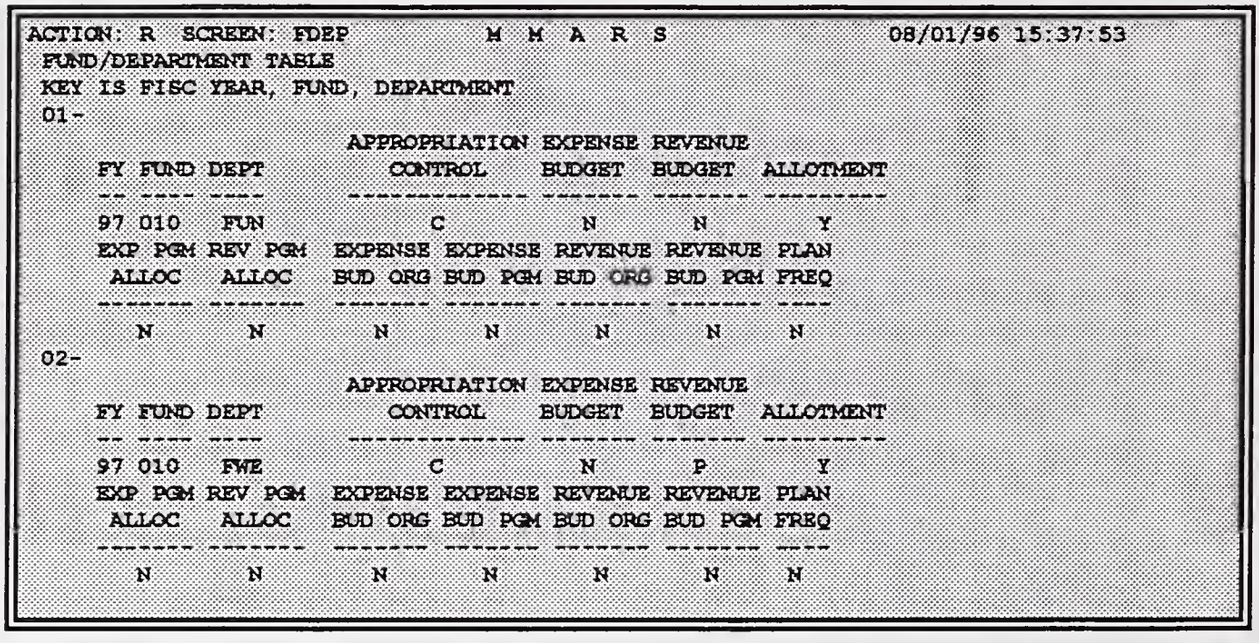

ACTION: L SCREEN: MTIM M M A R S 08/01/96 15:06:30
FILES AND TABLES MAIN MENU
SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN ( )
( ) APPROP AND BUDGETS MENU
( ) GENERAL ACCOUNTING MENU
( ) COST ACCOUNTING MENU
( ) FIXED ASSETS MENU
( ) INTERDEPARTMENTAL MENU
( ) SUSPENSE FILE MANAGEMENT MENU
( ) EXPENDITURES MENU
( ) REVENUE MENU
( ) EXTENDED PURCHASING MENU
( ) MONTHLY SPENDING MENU
( ) PROJECT ACCT & REPORTING MENU
PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED

Cross travel to **FDEP**.

```
ACTION: S  SCREEN: FDEP          M  M  A  R  S                08/01/96 15:08:17
 FUND/DEPARTMENT TABLE
 KEY IS FISC YEAR, FUND, DEPARTMENT
 01-
                        APPROPRIATION EXPENSE REVENUE
     FY FUND DEPT          CONTROL    BUDGET  BUDGET  ALLOTMENT
     -- ---- ----       ------------ ------- ------- ---------

     EXP PGM REV PGM  EXPENSE EXPENSE REVENUE REVENUE PLAN
      ALLOC   ALLOC   BUD ORG BUD PGM BUD ORG BUD PGM FREQ
     ------- -------  ------- ------- ------- ------- ----

 02-
                        APPROPRIATION EXPENSE REVENUE
     FY FUND DEPT          CONTROL    BUDGET  BUDGET  ALLOTMENT
     -- ---- ----       ------------ ------- ------- ---------

     EXP PGM REV PGM  EXPENSE EXPENSE REVENUE REVENUE PLAN
      ALLOC   ALLOC   BUD ORG BUD PGM BUD ORG BUD PGM FREQ
     ------- -------  ------- ------- ------- ------- ----
```

Fill in the **KEY** information with **FY97**, **FUND:010**, and **DEPT:FUN**

Press <ENTER>.



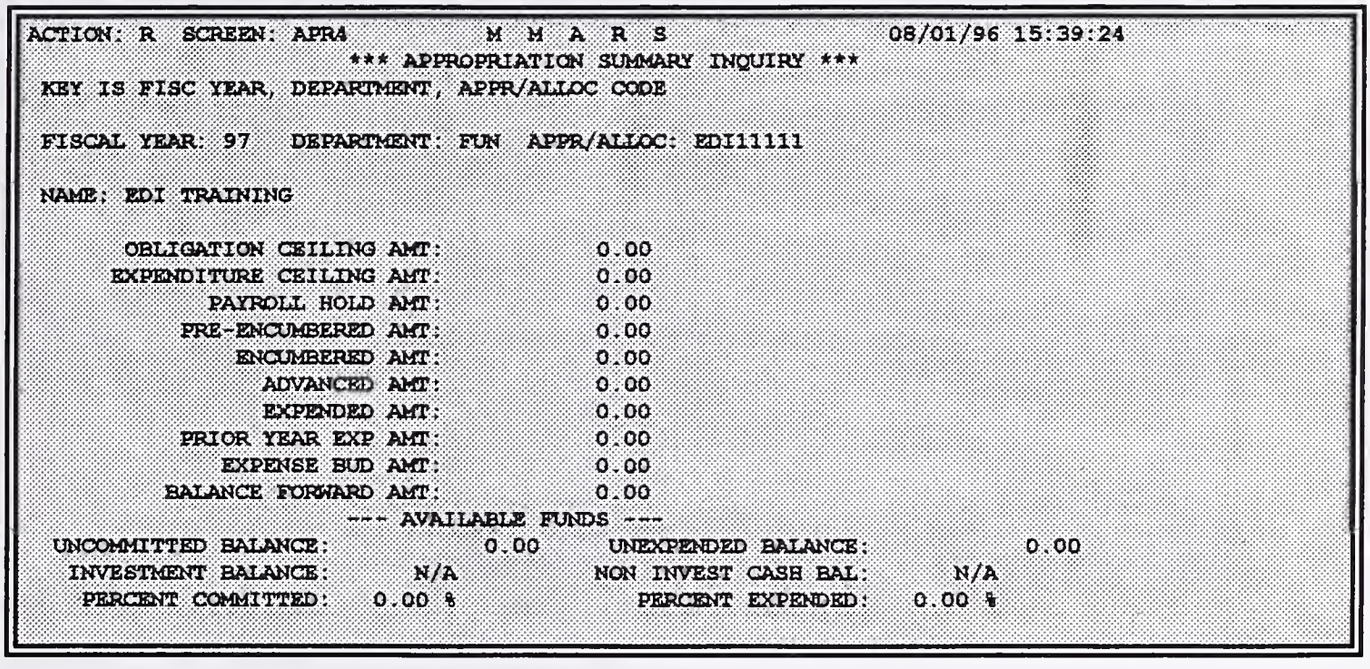
Let's travel from this file to a totally unrelated file. We'll **ZOOM** to **APR4**.

Type Z in the ACTION field.

The cursor will move to the SCREEN field.

Type APR4 in the SCREEN field.

Press <ENTER>.


ACTION: R SCREEN: APR4 M M A R S 08/01/96 15:39:24
*** APPROPRIATION SUMMARY INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE
FISCAL YEAR: 97 DEPARTMENT: FUN APPR/ALLOC: EDI11111
NAME: EDI TRAINING
OBLIGATION CEILING AMT: 0.00
EXPENDITURE CEILING AMT: 0.00
PAYROLL HOLD AMT: 0.00
PRE-ENCUMBERED AMT: 0.00
ENCUMBERED AMT: 0.00
ADVANCED AMT: 0.00
EXPENDED AMT: 0.00
PRIOR YEAR EXP AMT: 0.00
EXPENSE BUD AMT: 0.00
BALANCE FORWARD AMT: 0.00
--- AVAILABLE FUNDS ---
UNCOMMITTED BALANCE: 0.00 UNEXPENDED BALANCE: 0.00
INVESTMENT BALANCE: N/A NON INVEST CASH BAL: N/A
PERCENT COMMITTED: 0.00 % PERCENT EXPENDED: 0.00 %

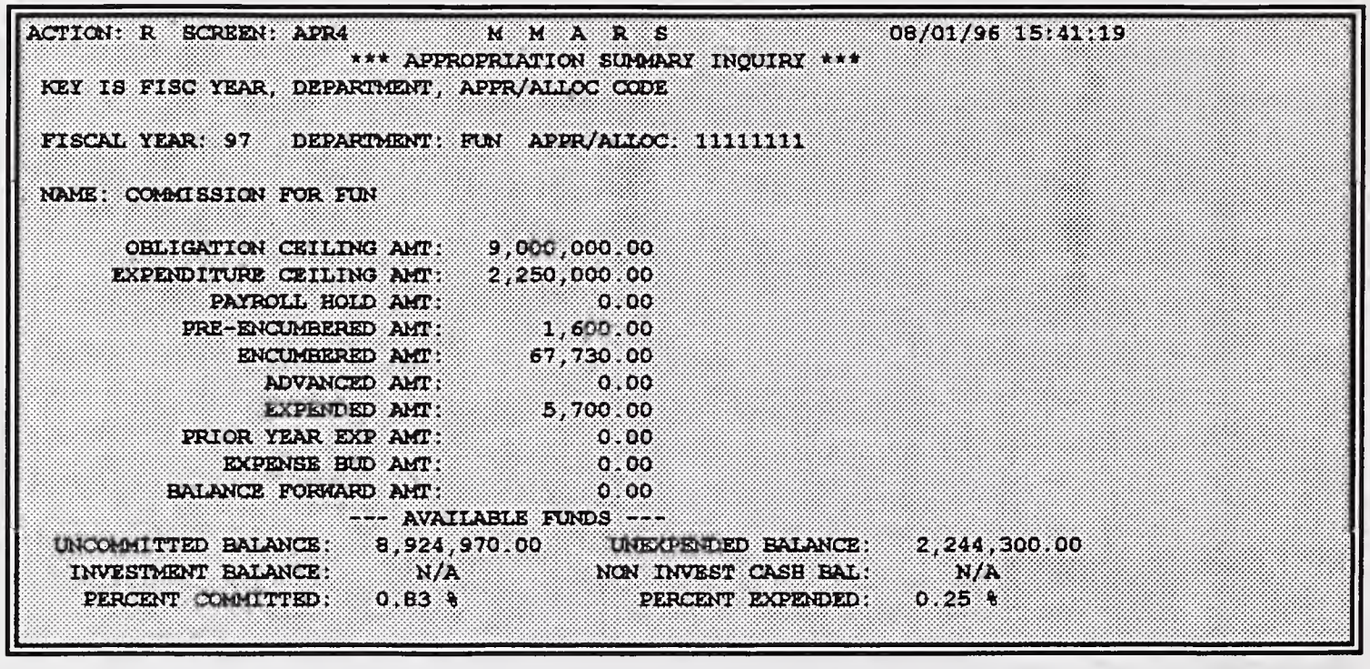
Fill in the **KEY** information with

FY: **97**

DEPT: **FUN**

APPR/ALLOC: **1111 1111**

Press <ENTER>.


ACTION: R SCREEN: APR4 M M A R S 08/01/96 15:41:19
*** APPROPRIATION SUMMARY INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE
FISCAL YEAR: 97 DEPARTMENT: FUN APPR/ALLOC: 11111111
NAME: COMMISSION FOR FUN
OBLIGATION CEILING AMT: 9,000,000.00
EXPENDITURE CEILING AMT: 2,250,000.00
PAYROLL HOLD AMT: 0.00
PRE-ENCUMBERED AMT: 1,600.00
ENCUMBERED AMT: 67,730.00
ADVANCED AMT: 0.00
EXPENDED AMT: 5,700.00
PRIOR YEAR EXP AMT: 0.00
EXPENSE BUD AMT: 0.00
BALANCE FORWARD AMT: 0.00
--- AVAILABLE FUNDS ---
UNCOMMITTED BALANCE: 8,924,970.00
UNEXPENDED BALANCE: 2,244,300.00
INVESTMENT BALANCE: N/A
NON INVEST CASH BAL: N/A
PERCENT COMMITTED: 0.83 %
PERCENT EXPENDED: 0.25 %

Let's **ZOOM** from here to **ASTA**.

Type Z in the ACTION field

Type ASTA in the SCREEN field

Press <ENTER>.

```
ACTION: R  SCREEN: ASTA          M  M  A  R  S                  08/01/96 15:43:06
 APPROPRIATION/ALLOCATION STATIC TABLE
 KEY IS FISC YEAR, DEPARTMENT, APPROPRIATION/ALLOCATION
 01-
     FISCAL YEAR: 97            DEPARTMENT: FUN        APPR/ALLOC: 11111111

       APPR TYPE: 01              AGRP CODE:
     PARENT DEPT:               PARENT APPR:
      START DATE: 07 01 96        END DATE: 06 30 97    SECD DEPT:
            FUND: 010          ORGANIZATION:           REPT CATG: 0001
       LONG NAME: COMMISSION FOR FUN

      SHORT NAME: FUN

      STATUS IND: A         MY IND: N        FED CAT:
        LEG APRV: N       PROG OPT: N       ORG OPT: N   RECEIPT OPT: N
       ALLOT IND: 2          OPT 2:          PR IND: W          OPT 4:
           SPLIT: N          OPT 6:          PARENT: N          OPT 8:
         PAY SUB: Z         OPT 10:          OPT 11:           OPT 12:
     PROJ/SUB-PROJ/PHASE:                  MULTI-PROJ:    PROJ ON EXP: N
```

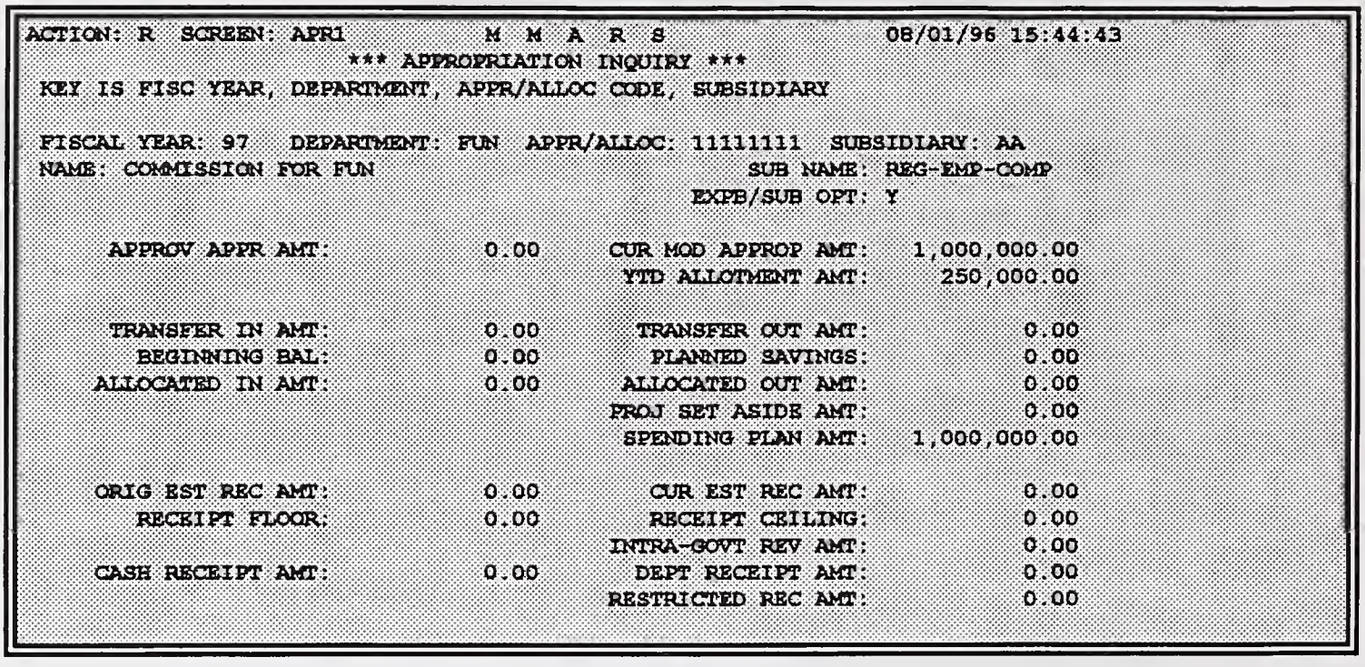
Now we'll **ZOOM** to **APR1**.

Type Z in the ACTION field.

Type APR1 in the SCREEN field.

Press <ENTER>.

REMINDER: You may only ZOOM to a maximum of three screens at a time.


ACTION: R SCREEN: APR1 M M A R S 08/01/96 15:44:43
*** APPROPRIATION INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE, SUBSIDIARY
FISCAL YEAR: 97 DEPARTMENT: FUN APPR/ALLOC: 11111111 SUBSIDIARY: AA
NAME: COMMISSION FOR FUN SUB NAME: REG-EMP-COMP
EXPB/SUB OPT: Y
APPROV APPR AMT: 0.00 CUR MOD APPROP AMT: 1,000,000.00
YTD ALLOTMENT AMT: 250,000.00
TRANSFER IN AMT: 0.00 TRANSFER OUT AMT: 0.00
BEGINNING BAL: 0.00 PLANNED SAVINGS: 0.00
ALLOCATED IN AMT: 0.00 ALLOCATED OUT AMT: 0.00
PROJ SET ASIDE AMT: 0.00
SPENDING PLAN AMT: 1,000,000.00
ORIG EST REC AMT: 0.00 CUR EST REC AMT: 0.00
RECEIPT FLOOR: 0.00 RECEIPT CEILING: 0.00
INTRA-GOVT REV AMT: 0.00
CASH RECEIPT AMT: 0.00 DEPT RECEIPT AMT: 0.00
RESTRICTED REC AMT: 0.00

We have traveled a total of three screens away from our original screen. Now, let's back-up through the screens we selected. The data which we selected to view on these screens, will be as it was when we **ZOOMED** away.

Type E in the ACTION field.

Press <ENTER>.

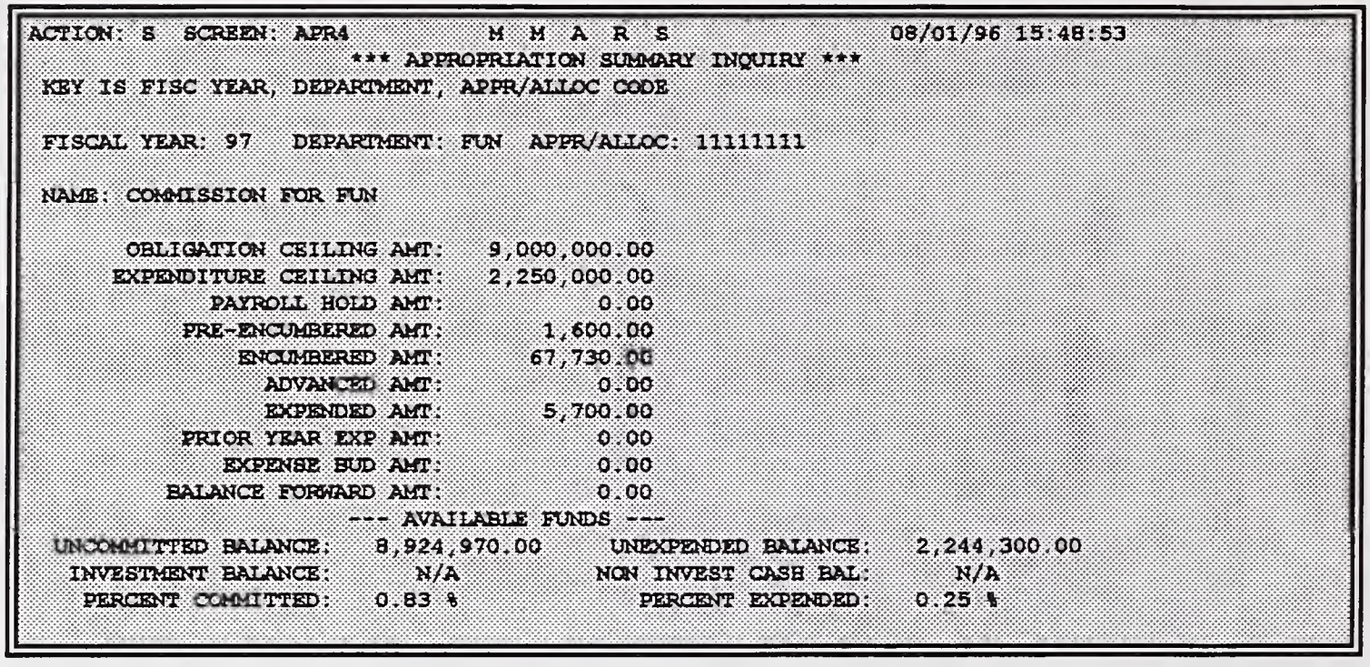
```
ACTION: S  SCREEN: ASTA          M  M  A  R  S                  08/01/96 15:47:06
 APPROPRIATION/ALLOCATION STATIC TABLE
 KEY IS FISC YEAR, DEPARTMENT, APPROPRIATION/ALLOCATION
 01-
     FISCAL YEAR: 97           DEPARTMENT: FUN       APPR/ALLOC: 11111111

       APPR TYPE: 01             AGRP CODE:
     PARENT DEPT:              PARENT APPR:
      START DATE: 07 01 96       END DATE: 06 30 97   SECD DEPT:
            FUND: 010         ORGANIZATION:           REPT CATG: 0001
       LONG NAME: COMMISSION FOR FUN

      SHORT NAME: FUN

      STATUS IND: A        MY IND: N       FED CAT:
        LEG APRV: N      PROG OPT: N       ORG OPT: N   RECEIPT OPT: N
       ALLOT IND: 2         OPT 2:          PR IND: W         OPT 4:
           SPLIT: N         OPT 6:          PARENT: N         OPT 8:
         PAY SUB: Z        OPT 10:          OPT 11:         OPT 12:
     PROJ/SUB-PROJ/PHASE:                MULTI-PROJ:    PROJ ON EXP: N
```

This backs us up to the last screen we **ZOOMED** to. All the information that was displayed on it while we were there, is the same.

We can repeat the **E** action and back up to the next screen we **ZOOMED** from, but let's try something else!

What if we wanted to go to the MMARS Main Menu from here?

Press PF4/F4


ACTION: S SCREEN: APR4 M M A R S 08/01/96 15:48:53
*** APPROPRIATION SUMMARY INQUIRY ***
KEY IS FISC YEAR, DEPARTMENT, APPR/ALLOC CODE
FISCAL YEAR: 97 DEPARTMENT: FUN APPR/ALLOC: 11111111
NAME: COMMISSION FOR FUN
OBLIGATION CEILING AMT: 9,000,000.00
EXPENDITURE CEILING AMT: 2,250,000.00
PAYROLL HOLD AMT: 0.00
PRE-ENCUMBERED AMT: 1,600.00
ENCUMBERED AMT: 67,730.00
ADVANCED AMT: 0.00
EXPENDED AMT: 5,700.00
PRIOR YEAR EXP AMT: 0.00
EXPENSE BUD AMT: 0.00
BALANCE FORWARD AMT: 0.00
--- AVAILABLE FUNDS ---
UNCOMMITTED BALANCE: 8,924,970.00 UNEXPENDED BALANCE: 2,244,300.00
INVESTMENT BALANCE: N/A NON INVEST CASH BAL: N/A
PERCENT COMMITTED: 0.83 % PERCENT EXPENDED: 0.25 %

We backed up to the next screen we **ZOOMED** to with the **PF4/ALT4** action.

We can not jump back to the Main Menu without first backing out of the ZOOM.

Let's back up to the next screen.

Type **E** in the ACTION field.

Press **<ENTER>**.

```
ACTION: S  SCREEN: FDEP          M  M  A  R  S                08/01/96 15:50:42
 FUND/DEPARTMENT TABLE
 KEY IS FISC YEAR, FUND, DEPARTMENT
 01-
                              APPROPRIATION EXPENSE REVENUE
     FY FUND DEPT               CONTROL    BUDGET  BUDGET  ALLOTMENT
     -- ---- ----              ------------ ------- ------- ---------
     97 010   FUN                    C          N       N       Y
     EXP PGM REV PGM  EXPENSE EXPENSE REVENUE REVENUE PLAN
      ALLOC   ALLOC   BUD ORG BUD PGM BUD ORG BUD PGM FREQ
     ------- -------  ------- ------- ------- ------- ----
       N       N       N       N       N       N      N
 02-
                              APPROPRIATION EXPENSE REVENUE
     FY FUND DEPT               CONTROL    BUDGET  BUDGET  ALLOTMENT
     -- ---- ----              ------------ ------- ------- ---------
     97 010   FWE                    C          N       P       Y
     EXP PGM REV PGM  EXPENSE EXPENSE REVENUE REVENUE PLAN
      ALLOC   ALLOC   BUD ORG BUD PGM BUD ORG BUD PGM FREQ
     ------- -------  ------- ------- ------- ------- ----
       N       N       N       N       N       N      N
```

This last action has backed us up to our original starting point. Notice that the information we keyed into that first screen is still displayed.

This functionality is especially helpful in departments where there is a shortage of computers. Co-workers needing immediate access to another file, can now get it without making the individual sitting at the terminal loose their information.

SKILL CHECK

Go to the DEPT screen. From here **ZOOM** the FUND screen.

Using the **E** action, back-up to the DEPT screen again.

CONGRATULATIONS

YOU ARE NOW AN EXPERIENCED MMARS SYSTEM NAVIGATOR!

IF YOU MADE IT THIS FAR ON YOUR OWN, YOU SHOULD BE VERY PROUD OF YOURSELF.

THANK YOU FOR TRAVELING MMARS.

MODULE 1
FINAL SKILL CHECK

This is an "Open Keyboard" exercise. You need to be "ON-LINE" to find the answers to the questions presented. List your answers in the space beneath the questions. Please ask your instructor for help if any question proves difficult to answer.

1. What is the total approved appropriation amount for FY97, for the Fun department, appropriation number 1111 1111?.

2. What is the total encumbered amount to date for the FUN department in FY97 in the special employees/contracted services subsidiary, CC?

3. Does the Department of FUN have allotment controls placed upon it for this fiscal year in the General Fund, 010? What table gives you this answer?

4. How much of the total appropriation for FUN department, in FY97 account 1111 1111 can be obligated for Equipment Leases?

5. What is the SHORT NAME for Fund 102? What type is it?

6. What result do you expect within MMARS tables when pressing PF3 (or ALT3)?

7. What result do you expect within MMARS tables when pressing PF4 (or ALT4)?

8. What are the four appropriation account types listed below?

01 _____
02 _____
03 _____
04 _____

9. How would you navigate to the **APR2** screen?

10. The ASTA table for FY97, Department FUN, appropriation 1111 1111, has an "ALLOT IND" field with a value "**2**". What fields on the screens APR2 and APR4 are affected by this number?

11. How is the dollar amount of an "Expenditure Ceiling" computed for MMARS appropriation screens?

12. What is the definition of Restricted Revenue?

14. What are the Logon steps to access MMARS Production?

MODULE 1 REPORTS

The **MMARS** system produces outputs, (approval documentation, invoices/statements, reports). The greatest amount of these outputs come in the form of reports. These reports display a history of your financial files. Two reports which display information similar to the files you explored in Module 1 are:

226G COMPONENTS OF ACTUAL AMOUNT
562B DEPARTMENTAL EXPENDITURES BY APPROPRIATION

The first report we will look at is the **226G, COMPONENTS OF ACTUAL AMOUNT**. This report is an Audit Trail Report. This means that the report must be kept at your office. The time the report must be held is determined by when your department is audited. Reports should be held for one year after the last audit.

All reports are set up in a standardized format. The upper left corner of the report always displays the **RUN DATE** and the **RUN TIME**. The run date displays the month, day, and year. The RUN TIME uses a 24 hour clock. The first two digits represent the hour, the second two digits represent the minutes. The hour and the minutes are separated by a colon. Beneath the RUN TIME area is the three letter abbreviation for the department name. It is followed by the run number for the report. This is a number which is generated and printed on the report when it is run.

The upper right of the report displays the **REPORT PAGE**, the **REPORT ID**, and finally, the **BUDGET FISCAL YEAR**. Our report ID is listed as: **RPT226G**.

The top, center section of our report always displays the same heading. It is the source of all report information.

COMMONWEALTH OF MASSACHUSETTS
MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM

Directly beneath the heading, and also centered, is the report name. In this case it is "**COMPONENTS OF ACTUAL AMOUNT**".

Listed beneath the report name is the "**SORT**" information, which tells us how the report information is organized. This area is similar to the KEY information on the computer. This line tells us that the COMPONENT OF ACTUAL AMOUNT report is sorted by DEPT, APPROPRIATION and SUBSIDIARY.

The last centered line gives us the Budget FY the report was run for, and tells us what time period the report encompasses. The 226G tells us the report is through PER 02. This means that the financial information includes all information from the beginning of the fiscal year up to the closing of accounting period two. Period closings usually occur on the second Saturday of the month. The MMARS News screen will always give the exact date of the period closing for a specific month.

This specific report, along with most of the 200 series, is an expenditure control report. It is useful for budget analysis. It gives the financial standing of an account as of the close of the accounting period.

The following information represents the standard documentation of this report:

Description, frequency,and distribution

RPT226G displays the status of department appropriations including expended, encumbered, balance forward and reverted amounts. It includes all accounts which are active and inactive during a particular budget fiscal year. The report includes state appropriations (Type 01), capital appropriations (type 02), expendable trust accounts (type 03) and Federal grants (type 04). RPT226G is distributed to departments after the close of each accounting period; it is also distributed weekly during the accounts payable period when two budget fiscal years are open.

The sort order of RPT226G is department, appropriation, and subsidiary, subtotaling at appropriation and totaling at department.

RPT226G is an **audit trail** report.

Intended audience and use

RPT226G will be used by department fiscal officers to monitor the level of expenditures and encumbrances against available amounts. When the Balance Forward program has been run for the year, the report also provides totals of the Balance Forward and Reverted amounts for both continuing and non-continuing accounts.

Detailed description

DEPARTMENT: Three position department alpha code with department name.

APPROP Eight digit appropriation account number.

APPROP NAME The name assigned to the eight digit appropriation account number.

IND Indicator field which shows whether an appropriation account is active or inactive. A blank indicates an active account and the letter "**I**" indicates an inactive account.

SUB Two letter subsidiary code. Expendable trusts (account type 03) and Federal grants (account type 04) are always coded "**00**".

TOTAL AVAILABLE The sum of Net Approp Amount plus Beg Balance Amount and Restricted receipts, as calculated and displayed on RPT225G.

PRE ENCUMBERED, ENCUMBERED Total balance pre-encumbrances and encumbrances to date for this appropriation account and subsidiary.

EXPENDED AMOUNT Total expenditures to date for this appropriation account and subsidiary.

TOTAL EXPENSES The total of all pre-encumbrances, encumbrances and expenditures to date for each appropriation account and subsidiary.

UNSPENT BALANCE Total available minus total expenses.

BALANCE FORWARD AMOUNT If the appropriation account is a continuing account (i.e., if the 'multi-year indicator' on the ASTA table is set to "Y"), all of the amount in Unspent Balance column will be carried forward. If the appropriation account is not a continuing account, or is partially a continuing account (i.e., if the 'multi-year indicator on the ASTA table is set to ("P" or "X"), the amount in the Unspent Balance column will be carried forward and a figure will appear in the Reverted Amount column when the Balance Forward program is run for the year.

REVERTED AMOUNT If the appropriation account is not a continuing account (i.e., if the multi-year indicator' on the ASTA table is set to 'N'), the amount in the Unspent Balance column will revert and appear in this column.

TOTALS The subtotal for all subsidiaries within the appropriation account for all columns of the report.

BUFY DEPT TOTALS The total for all appropriation accounts for all columns for the department for the budget fiscal year as of the date of the report.

COMPONENTS OF ACTUAL AMOUNT
BY DEPARTMENT, APPROPRIATION AND SUBSIDIARY
BUDGET FY 94 THROUGH PER 04

DEPARTMENT:

APPROP	APPROP NAME	IND	SUB	TOTAL AVAILABLE	PRE-ENCUMBERED ENCUMBERED	EXPENDED AMOUNT	TOTAL EXPENSES	UNSPENT BALANCE	BALANCE FORWARD AMOUNT	REVERTED AMOUNT
10000001			AA	4,082,381	0	1,396,162	1,396,162	2,686,219	0	2,686,219
			BB	29,110	17,943	6,716	24,660	4,450	0	4,450
			CC	82,850	15,887	46,612	62,500	20,350	0	20,350
			DD	54,877	52,220	2,657	54,877	0	0	0
			EE	168,000	109,145	33,580	142,726	25,273	0	25,273
			HH	1,326,705	776,752	547,021	1,323,773	2,931	0	2,931
			JJ	5,500	2,416	2,583	5,000	500	0	500
			KK	10,000	0	0	0	10,000	0	10,000
			LL	66,025	35,469	9,542	45,011	21,013	0	21,013
TOTALS:				5,825,449	1,009,835	2,044,876	3,054,711	2,770,737	0	2,770,737
10000003	SINGLE STATEWID		00	21,509	0	0	0	21,509	0	21,509
10000890	PROJECT ACCOUNT		00	58,783	8,783	50,000	58,783	0	0	0
10001100			HH	0	0	0	0	0	0	0
10006870	PROJECT ACCOUNT		00	77,991	76,000	897	76,897	1,093	0	1,093
10008921	BARS DEVELOPMEN		00	676,615	582,437	560,301	1,142,738	-466,122	0	-466,122
10008922	REMMARS DEVELOP		00	1,848,378	1,216,244	147,452	1,363,697	484,681	0	484,681
10008923	PCRS DEVELOPMEN		00	550,944	268,847	139,903	408,751	142,193	0	142,193
10008924	CASH MANAGEMENT		00	389,560	215,146	7,923	223,070	166,489	0	166,489
10008925			00	51,695	0	0	0	51,695	0	51,695
10009117	PROJECT ACCOUNT		00	150,000	33,626	74,410	108,036	41,963	0	41,963
10009899	PROJECT ACCOUNT		00	83,916	83,916	0	83,916	0	0	0

C O M M O N W E A L T H O F M A S S A C H U S E T T S
MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM

COMPONENTS OF ACTUAL AMOUNT
BY DEPARTMENT, APPROPRIATION AND SUBSIDIARY
BUDGET FY 93 THROUGH PER 04

DEPARTMENT:

APPROP	APPROP NAME	IND	SUB	TOTAL AVAILABLE	PRE-ENCUMBERED ENCUMBERED	EXPENDED AMOUNT	TOTAL EXPENSES	UNSPENT BALANCE	BALANCE FORWARD AMOUNT	REVERTED AMOUNT
BUFY 94 DEPT TOTALS:				9,734,842	3,494,837	3,025,765	6,520,603	3,214,239	0	3,214,23

DEPARTMENTAL EXPENDITURES BY APPROPRIATION
562B

This final report is not an Audit trail report. It is run weekly. You can see this by looking at the date field in the top center section of the report.

This report takes the information we see displayed on the ASUM file in MMARS a step farther. if you recall, the ASUM screen shows us how much money is available in each subsidiary. The 562B report not only gives us a breakdown of our expenditures by Dept., appropriation and subsidiary, but it further breaks down our subsidiary expenditures by object code.

The ASUM shows us how much money is available to commit and expend. The 562B shows us where we spent our money. This is another good budgetary expenditure report.

The following information represents the standard documentation of this report:

Description, frequency, and distribution

RPT562B shows commitments and expenditures made each week by the department for each of its appropriation accounts. It reports this information at the subsidiary, object code and sub-object code levels.

RPT562A and RPT562B are similar reports: RPT562A is a year-to-date report which can be produced with any end date but is normally run at the end of the month; RPT562B is a period report produced weekly. In addition, RPT562A also includes a column identifying uncommitted balance information.

The sort order of RPT562B is department, appropriation, subsidiary, object and subobject, subtotaling at subsidiary and totaling at appropriation.

Intended audience and use

MMARS requires that transactions which commit or expend funds reference an object of expenditure code indicating the precise nature of a planned or actual expenditure. MMARS further permits departments to establish, for their own use, sub-objects, or further distinctions within object codes. The coding of subobject on MMARS documents is not required.

Funds are appropriated and budgeted at the subsidiary level. However, many managers with responsibility for specific appropriation accounts may need to track obligations and expenditures at the more detailed object code level. RPT562B is intended to help managers do this, on a period basis. If commitments in an account or subsidiary are unacceptably high (as revealed by, for example, RPT500A, the Appropriation Control Report), RPT562B can help isolate the cause. It is also an important source of historical information for preparing budgets.

Detailed description

DEPARTMENT Three position department code and name of department.

APPROPRIATION Eight digit appropriation account number and name of appropriation account.

SUB Two letter subsidiary code. Federal grants (account type 04) are always coded "**00**".

OBJ Three character object of expenditure code.

SUB OBJ Two digit sub-object expenditure classification field to define objects of expenditure at a more precise level.

DESCRIPTION Description of the object or sub-object of expenditure.

PRE-ENCUMBERED If a transaction pre-encumbers funds or reverses a pre-encumbrance, the year-to-date total appears in this column.

ENCUMBERED If a transaction encumbers funds or reverses an encumbrance, the year-to-date total appears in this column.

EXPENDED The sum of year-to-date expenditure transactions appears in this column.

TOTAL COMMITTED The sum of the pre-encumbered, encumbered and expended amounts for the object or sub-object.

TOTAL FOR SUBSIDIARY If appropriation is a Federal Grant, the total pre-encumbered, encumbered, expended, and committed of all object codes for the subsidiary.

(Unlabeled field) The total pre-encumbered, encumbered, expended, and committed of all subsidiaries for the appropriation.

DEPARTMENTAL EXPENDITURES BY APPROPRIATION
01/20/94 THROUGH 01/25/94

DEPARTMENT:

APPROPRIATION: 10008921 BILLING & ACCOUNTS RECEIVABLE SUBSYSTEM (ST.1992 C.194 S.2) (ALLOC OF 1101-8921)

SUB	OBJ	SUB OBJ	DESCRIPTION	PRE-ENCUMBERED	ENCUMBERED	EXPENDED	TOTAL COMMITTED
00	C05		CONTRACTED STUDENT INTERNS	0.00	-112.50	112.50	0.00
00	H03		A D P PROFESSIONALS	0.00	-10,908.53	10,908.53	0.00
00	H16		RESEARCHERS	0.00	-669.37	669.37	0.00
00	J46		TEMP CLERICAL SERVICES	0.00	-337.55	337.55	0.00
TOTAL FOR SUBSIDIARY:				0.00	-12,027.95	12,027.95	0.00
				0.00	-12,027.95	12,027.95	0.00

REPORTS SKILL CHECK

1. How can a department determine the exact time period which the report data covers and when it was processed ?

2. How is the COMPONENTS OF ACTUAL AMOUNT , RPT226G , sorted ?

3. If you access an Appropriation Summary screen ,ASUM in MMARS , how can you determine where the money was spent in each subsidiary which resulted in the current uncommitted balance and unexpended balance ?

4. What is an Audit Trail Report ?

5. What is the difference between dollar amounts listed in the " Balance Forward " column and dollars listed in the " Reverted Amount " column in RPT226G ?

APPENDIX

GLOSSARY OF BUDGETARY PROCESS TERMS

SPENDING/PLANS AND MAINTENANCE ESTIMATES:

The Executive Office of Administration and Finance, Budget Bureau provides extensive packets of Instructions and Forms to the head of every department that receives budgetary appropriations. These forms enable each department to detail and summarize all projected financial activity (excluding capital outlay spending). These include Department Level, Account Level, Subsidiary/Detail Level, and Revenue Forms. The combined submission of these budgetary estimates and spending plans provide the basis for Department Head and Secretariat approval and subsequent review by the Budget Bureau and both the House AND Senate Ways and Means committees. The Fiscal Year 1994 Spending Plans and the Fiscal Year 1995 Maintenance Estimates were due for submission this year on Sep 17,1993 and Sep 24,1993 respectively.

HOUSE 1: The Governor's operating budget recommendation. It embodies all estimates, requests, and recommendations for appropriations, distribution of state revenues, and other authorizations for expenditures by Commonwealth departments in accordance with existing law (prior appropriations continued (PACS) and capital facility projects are excluded; however all Federal Grants are included.).

General Appropriation Act (GAA): The Commonwealth of Massachusetts's Budget voted by the Legislature and signed by the Governor.

Fiscal Year: A period of 12 consecutive months chosen by an entity as its accounting period for annual reports, e.g. the 1994 fiscal year (FY '94) extends from July 1, 1993 to June 30, 1994. Usually, fiscal year means accounting fiscal year on MMARS standard reports.

Appropriation: The amount authorized by the legislature for a specific period against which obligation can be incurred and expenditures can be made. Each appropriation is identified by an eight-digit appropriation number. The purpose of the appropriation and any other restrictive language is included in the GAA description. Appropriations which have a payroll subsidiary (AA) specify personnel costs authorized based upon the number of Full - Time - Equivalent (FTE) positions specified in the GAA line item.

Line Item: A specific total dollar amount for a specific appropriation.

Fund: Fund is a specific accounting entity with a self-balancing set of accounts which records revenue and expenditures for specific portions of state operations.

OFFICE OF THE STATE COMPTROLLER
DEPARTMENT LISTING BY SECRETARIAT

01 LEGISLATURE(LEG)
HOU SEN LEG

02 JUDICIARY(SJC)
APC MHL BBE
SJC CJC TRC
CPC

03 INSPECTOR GENERAL
IGO

04 EXECUTIVE
GCN

05 SECRETARY OF STATE
SEC

06 TREASURER(TRE)
ART RLC EFB
TRE LOT WPA

07 STATE AUDITOR
SAO

08 ATTORNEY GENERAL
AGO

09 ETHICS COMMITTEE
ETH

10 DISTRICT ATTORNEY
BER NFK WES BRI
NOR CPI NWD DAA
PLY EAS SUF MID
VWA

11 CAMPAING & POL. FINANCE
CPF

17 GOVERNOR
GOV

18 OFFICE OF THE STATE COMPTROLLER
OSC

19 ADMIN. & FINANCE(ANF)
ADD CAD MIS ALA CSC
OAA ANF DCP OER ATB
DOR OHA BGT DPA PER
BSB GTC PGS BSI LIB
TRB

20 ENVIRON. AFFAIRS(ENV)
AGR FWE DEM MDC ENV
SRB EQE

21 LOW LEVEL RADIOACTIVE WASTE MGMNT.
LLW

30 COMMUN. & DEVEL.
OCD

45 HUMAN SERVICES(EHS)
CHE HLY DAC MCB DMH
MCD DMR MRC DMS OFC
DPH ORI DSS RSC DYS
VET EHS WEL

60 TRANS. & CONSTR.(TRP)
DPW TRP MAC

70 EDUCATION
DOE

71 BOARD OF LIBRARY COMMISSIONERS
BLC

73 EDUCATIONAL AFFAIRS
EOE

75 HIGHER EDUCATION(RGT)
BCC GCC MWC SMU
BHC HCC NAC SSA
BRC MAS NEC STC
BSC MBC NSC UMS
CCC MCA QCC WOR
FRC MCC RCC WSC
FSC MMA RGT

80 PUBLIC SAFETY(EPS)
AAB CJT MFA BBR
CME MIL CCJ DOC
MRB CDA DPS PAR
CHS EPS POL HSB
RMV

90 ECONOMIC AFFAIRS(SEA)
DES SEA ENE

91 ELDER AFFAIRS
ELD

92 CONSUMER AFFAIRS(SCA)
ABC DPU CTV EFS DOB
MED DOI REG DOS SCA
SRC

94 LABOR(EOL)
BCA JLM DIA LAB EOL
LRC

SUPER LEAFING

The following tables are connected by a Super Leaf:

Put an (L) in the action field to move between these tables.

BUDGET

ASTA - APR3 - APR4 - APR3

ASUM - APR1 - APR2 - APR1

TBAL - OLGL - OLG2

ESUM - EXPB

RSUM - REVB

FDEP - FUND

DEFA - DEF2 - FBLT

OIHT - OILT - OIHT

ENCUMBRANCES

OSRH - OSRL - OSRH

OSCH - OSCL - OSCH

CNAM - COMM - CPAT

PASC - PASI - PASM - PAVC - PATX

OPOH - OPOL - OPOC - OPOH

OPPH - OPPL - OPPH

OPRH - OPRL - OPRH

OLOH - OLOL - OLOH

PAYMENTS

OPVD - OHPV - OLPV - OHPV

OVIH - OVIL - OVIH

OPCH - OPCL - OPCH

VENDOR & DOCUMENT HISTORY

VNAM - VEND - VNAM

VHIS - VSRF - VDOC - VHIS

DHIS - DXRF - IDOC - DHIS

FIXED ASSETS

FBT1 - FBT2 - FBT1

FAS1 - FAS2 - FAS1

LIST OF SUBSIDIARIES

AA: REGULAR EMPLOYEE COMPENSATION

BB: REGULAR EMPLOYEE RELATED EXPENSES

CC: SPECIAL EMPLOYEES/CONTRACTED SERVICES

DD: PENSION AND INSURANCE-RELATED EXPENDITURES

EE: ADMINISTRATIVE EXPENSES

FF: FACILITY OPERATIONAL SUPPLIES AND RELATED EXPENSES

GG: ENERGY COSTS AND SPACE RENTAL EXPENSES

HH: CONSULTANT SERVICES (TO DEPARTMENTS)

JJ: OPERATIONAL SERVICES

KK: EQUIPMENT PURCHASE

LL: EQUIPMENT LEASE-PURCHASE, LEASE AND RENTAL MAINTENANCE AND REPAIR

MM: PURCHASED CLIENT HUMAN SERVICES AND PROGRAMS AND NON-HUMAN SERVICES PROGRAMS

NN: CONSTRUCTION AND IMPROVEMENTS OF BUILDINGS AND MAINTENANCE OF INFRASTRUCTURE AND LAND ACQUISITION

PP: AID SPECIFICALLY EARMARKED FOR LOCAL GOVERNMENTAL ENTITIES AND POLITICAL SUBDIVISIONS OF THE COMMONWEALTH

RR: BENEFIT PROGRAM

SS: DEBT PAYMENT

TT: LOANS AND SPECIAL PAYMENTS

00: ALL OBJECT CODES

MMARS TRANSACTION CODES

APPROPRIATION/BUDGET

AA	Appropriation
AC	Allocation
AL	Allotment
BA	Bond Authorization
BF	Balance Forward
EB	Expense Budget
HA	Appropriation (House One)
RB	Revenue Budget
TA	Transfer of Appropriation
TS	Intersubsidiary Transfer
ZZ	Addition of Beginning Balance

PRE-ENCUMBRANCES

DR	EDP Requisition
DS	EDP Service Requisition
RQ	Purchasing Requisition
RX	Requisition
SR	Service Request

ENCUMBRANCE MANAGEMENT

CB	Contract Backout
CC	Construction Contract
IE	Interdepartmental Encumbrance
LE	Lapse Encumbrance
LO	Lease Order
PD	Dept Purchase Order
PE	Data Processing Service
PG	Price Agreement Purchase Order
PH	Payroll Hold
PN*	Centralized Purchase Order
PO	Miscellaneous Encumbrance
PX	Direct Order
RC**	Receiver
SC	Service Contract
SP	Special Purchase

PAYMENTS/EXPENDITURES

CP	Contractor Payroll
IV	Intragovernmental Voucher
MC	Manual Check
OT	Operating Transfer
PV	Payment Voucher
PY*	Payroll
TV	Trust Payment Voucher
VI*	Vendor Invoice
WC	Warrant Check

ADVANCE PAYMENT/RETURN

AR	Advance Refund
EA	Expenditure of Advance
RA	Request for Advance
RP	Ready Payment

MODIFICATION/CORRECTION/RECLASSIFICATION

CM	Construction Modification
CX*	Check Cancellation
ER	Expenditure Refund
EX	Expenditure Correction
IF	Insufficient Funds Payroll Correction
JV	Journal Voucher
PR	Payroll Correction
SM	Service Modification
VU	Vendor Update

COST ACCOUNTING & PERFORMANCE MEASUREMENT

FM	Federal Aid Master
FX	Federal Charge
PA*	Performance Actual
PT	Performance Target
PZ	Federal Billing

FIXED ASSETS

FA	Acquisition
FB	Betterment
FC	Modification
FD**	Disposition
FS**	Internal Sale
FT**	Transfer

REVENUE MANAGEMENT

CD	Confirmed Deposit
CR	Cash Receipt (to be replaced with CD/CT)
CT	Cash Transfer
RF	Revenue Refund
RT	Trust Cash Receipt
TR	Treasurer's Receipt(to be replaced with CD/CT)

ACCOUNTS RECEIVABLE

CU	Customer Update
RE	Receivable Event
RI	Revenue Increase
RD	Revenue Decrease
NF	NSF Check
WO	Write Off

PROJECT ACCOUNTING & REPORTING

P2	Project Charges
PC	Project Changes
PM	Project Master
PS	Project Set Aside

No input Forms for these transactions.
****Not currently in use.***

July 3, 1996

MODULE 1

FINAL SKILL CHECK

This is an "Open Keyboard" exercise. You need to be "ON-LINE" to find the answers to the questions presented. List your answers in the space beneath the questions. Please ask your instructor for help if any question proves difficult to answer.

1. What is the total approved appropriation amount for FY97, for the Fun department, appropriation number 1111 1111?.

SEE APR3

2. What is the total encumbered amount to date for the FUN department in FY97 in the special employees/contracted services subsidiary, CC?

SEE APR2

3. Does the Department of FUN have allotment controls placed upon it for this fiscal year in the General Fund, 010? What table gives you this answer?

SEE FDEP

4. How much of the total appropriation for FUN department, in FY97 account 1111 1111 can be obligated for Equipment Leases?

SEE APR2 (Uncommitted Balance)

5. What is the SHORT NAME for Fund 102? What type is it?

SEE FUND

6. What result do you expect within MMARS tables when pressing PF3 (or ALT3)?

BACK UP ONE LOGICAL MENU (Previous Menu)

7. What result do you expect within MMARS tables when pressing PF4 (or ALT4)?

RETURN TO MMARS MAIN MENU

8. What are the four appropriation account types listed below?

01 **STATE BUDGETARY**
02 **CAPITAL/BOND**
03 **TRUSTS**
04 **FEDERAL GRANTS**

9. How would you navigate to the APR2 screen?

CROSS TRAVEL - X in ACTION, APR2 in SCREEN, then hit <ENTER>

10. The ASTA table for FY97, Department FUN, appropriation 1111 1111, has an "ALLOT IND" field with a value "2". What fields on the screens APR2 and APR4 are affected by this number?

EXPENDITURE CEILING

11. How is the dollar amount of an "Expenditure Ceiling" computed for MMARS appropriation screens?

SEE ASTA (ALLOT IND)

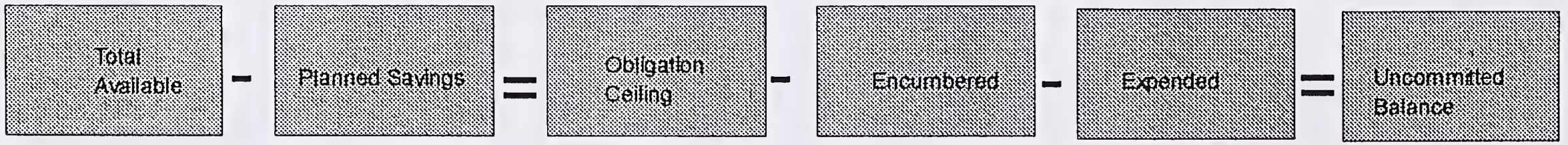
12. What is the definition of Restricted Revenue?

See Glossary

13. What are the Logon steps to access MMARS Production?

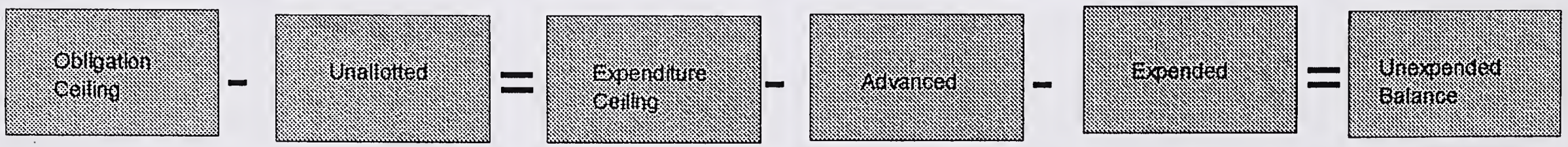
SEE LOGON INSTRUCTIONS

Uncommitted Balance Expenditure Control Algorithm



Total Available	Planned Savings	Obligation Ceiling	Encumbered	Expendad	Uncommitted Balance
AA BF CR-TR TS TA AC	AA Reg	Math	SC LO PD PG PN PE SP IE	PV PY EA IV OT	Math

Unexpended Balance Expenditure Control Algorithm



Obligation Ceiling	Unallotted	Expenditure Ceiling	Advanced	Expended	Unexpended Balance
from above	AL	Math	RA	PV PY EA IV OT	Math

REPORTS SKILL CHECK

1. How can a department determine the exact time period report data covers and when it was processed ?

   Read the report title line at the top center of the report and check the upper left corner to determine run time and date.

2. How is the COMPONENTS OF ACTUAL AMOUNT , RPT226G , sorted ?

   By Department , Appropriation , and Subsidiary

3. If you access an Appropriation Summary screen , ASUM in MMARS , how can you determine where the money was spent for each subsidiary which resulted in the current uncommitted and unexpended balances ?

   Review Departmental Expenditures by Appropriation RPT562A or RPT562B

4. What is an Audit Trail Report ?

   A report which must be retained on file at the department for State Single Audit purposes and a minimum of one year after audit. RPT226G is an Audit Trail Report.

5. What is the difference between dollar amounts listed in the " Balance Forward " column and dollars listed in the " Reverted Amount " column of RPT226G ?

   Dollars are balanced or brought forward at the change of Budget Fiscal Year for Multi - Year accounts usually in Capital/Bond accounts (Account Type 02) or Federal Grant accounts (Account Type 04) whereas dollar amounts which have not been encumbered or expended from State budgetary funds are reverted back to the General Fund for future appropriation.